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Collection of Materials on “Information for citizens” – Document 22

Example Travel Reimbursement

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | |
| **“Institution”**  “Address” Your contacts: “John Sample”“John.Sample@institution.com” | | | | | | | | | |
| Event | | : |  | | | |  | | |
| Cost centre | | : |  | | | |  | | |
| Cost unit | | : |  | | | |  | | |
| Event location | | : |  | | | |  | | |
| Event date | | : |  | | | |  | | |
| **Claim for travel expenses** | | | | | | | | | |
| ***Important notice:***  ***Current tax law stipulates that your travel expenses can only be reimbursed if you submit corresponding documentary proof (originals or scanned copies). Please make sure you send us all relevant documents. Thank you!***  *Please help us to process your claim quickly and smoothly by filling in this form thoroughly. Please write legibly. Thank you!* | | | | | | | | | |
| Surname, first name | | : |  | | | | |  | |
| Account holder | | : |  | | | | |  | |
| Account holder’s address | | : |  | | | | |  | |
|  | |  |  | | | | |  | |
| IBAN | | : |  | | | | |  | |
| Bank name/place | | : |  | | | | |  | |
| BIC | | : |  | | | | |  | |
|  | |  |  | | | | |  | |
| Travel expenses | |  |  |  | | |  | | |
| Rail travel (2nd class) | | : | € |  | | |  | | |
| Air travel (Economy) | | : | € |  | | |  | | |
| Private car (km x € 0.30) maximum reimbursement: price of 2nd class rail travel | | : | € |  | | |  | | |
| Taxi | | : | € |  | | |  | | |
| Parking fees | | : | € |  | | |  | | |
| Other | | : | € |  | | |  | | |
| **Total amount** | | **:** | **€** |  | | |  | | |
|  |  | | | |  |  | | |  |
|  | Place, date | | | |  | Signature | | |  |