Request for Refund of Travel Expenses for Freelancers

First name and surname: 
Organisational unit: 
E-mail: 

The payment is proven by the following documents (remain at the Accounting Department):

☐ Original invoice (payment in cash)
☐ Original invoice and bank account statement (in case of payment in a foreign currency)
☐ Original invoice and bank transfer order

The following refund is requested:

Amount in Euro: 
Bank name: 
Bank code: 
Account number: 
BIC/SWIFT: 
IBAN: 
Account holder: 

The applicant agrees that the stated amount can only be refunded, if the payment to the distributor is proven, gross daily allowance (in German "Tages- und Nächtigungsgelder") cannot be refunded.

Stamp of the organisational unit

Date and signature of the applicant
Cost Refunding Request

Name: .................................................................
Address: ..............................................................
E-Mail: .................................................................

Motivation of trip: ...................................................
Host at TU: ...........................................................
Destination: ...........................................................
Travelperiod: .........................................................
Rules for reimbursement of travel costs:

Fill in all the blanks LEGIBLY!

- Generally is requested:
  - ORIGINAL receipts
  - economic booking
  - signed application
- Hotel must be paid by the guest (accommodation only)
- Flight: boarding passes, invoice or booking confirmation (ticket charge should be visible)
- Train: tickets and invoice
- tickets of public transport, only the use of public transport (if available) is refundable
- Copy of Credit Card-Statement / Bank-Statement

NOT REFUNDABLE:
- Food
- Taxi
- Other services of hotel
- Expenses for an accompanying person, who is not invited

If you have further questions, please contact the Institute.