

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.

BELEGNUMMER:	<input type="text"/>
KOSTENSTELLE:	<input type="text"/>
INNENAUFTRAG:	<input type="text"/>
ERWERBSTEUER:	<input type="checkbox"/> JA <input type="checkbox"/> NEIN
SACHLICH RICHTIG:	<input type="text"/>
<div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div>	

Datum, Anweisungsberechtigte(r), Projektleiter(in)

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.