

3.1 Request for payment of travel expenses for guests (without honorarium)

- ¹ Facility/institute:
² Contact person at facility/institute:
³ Work Telephone of contact person:
⁴ Last name, first name, (home)
 address of payment recipient:

⁵ I hereby apply for the payment of
 travel expenses in the amount of

EUR

- ⁶ Destination:
⁷ Date of travel:
⁸ Purpose of travel:
⁹ Name / Duration of conference:

¹⁰ The travel expenses are to be paid from

Funds centre: **424 358 0300**

Local budget:

G/L account: **685 000 00**

Payment is subject
 to the (BRKG)

State Travel
 Expenses Act (LRKG)

Federal Travel
 Expenses Act

Account holder:

¹¹ Payment should be
 made by bank transfer:

IBAN:

BIC / SWIFT:

Bank:

*In case of Postbank,
 place of residence.*

¹² Payment should be
 made in cash

Last name, first
 name of recipient:

Date of birth:

Research School only

CORRECT:	YES	NO	NR:	CALCULATED CORRECTLY AT:	EUR	cent
DATE				SIGNATURE		

3.2 Supplement: Travel expenses for guests

¹³ Travelling from: _____ to: _____

¹⁴ **Train** Cost of train travel: _____ If journey was made in *first* class, please justify: _____

¹⁵ Costs of public transport at place of business /residence /venue: _____

¹⁶ **Flight** Cost of flight: _____ In case of domestic flight and /or flying with business class, please justify: _____

¹⁷ **Taxi** Taxi fares: _____ In case you used a taxi at place of business /residence /venue, please justify: _____

¹⁸ **Car** Vehicle costs:: _____ Distance covered (km): _____ From – to: _____

Rental company: _____ Valid reasons for the use of a rental car: _____

¹⁷ **Accommodation**

Hotel costs: _____ Nights: _____ Hotel name: _____

Justification, in the event that the cost of accommodation within Germany exceeds €50 per night - or €80 in major cities, (special rates apply to travel abroad):

Flat-rate accommodation allowance for _____ Nights at €20 (*in Germany*): _____ Nights at €30 (*abroad*): _____

¹⁸ **Further expenses**
(*conference fees, visas, etc.*)

¹⁹ **Sum Total**