

Reimbursement of TRAVEL Expenses



Please complete the form electronically.

To be filled by TRAVELLER (yellow area)

Full name / Company name:			
Taxpayer-ID or VAT-ID:			
Company address: <small>otherwise private Address: (street, city, country)</small>			
Travel: Start Date:		End Date:	
Travel: Destination: <small>(city, country)</small>			
Purpose of Journey: <small>(e.g. event, presentation, consulting,...)</small>			
Email:			
Account Holder: (name)			
Account No.:			
Bank Name:			
Bank Address: (city)			
Bank Address: (country)			
SWIFT / BIC:			
IBAN: <small>(Europe only)</small>			
Bank: <small>(further Info: USA / Canada only)</small> <small>USA: Routing No. or ABA-No.</small> <small>Canada: CC No, Transit No.F.ex.0001 Inst.No.F.ex. 38512)</small>			

Exchange Rate (1 cur = xx,xxx EUR; <https://www.oanda.com/lang/de/currency/converter/>)

TRAVEL Expenses	amount in original currency <small>(where applicable)</small>	amount (EURO)	Serial-no. of receipt
Rail		0,00 €	
Flight <small>(boarding passes cannot be accepted)</small>		0,00 €	
Rental car <small>(hired car)</small>		0,00 €	
Private car <small>(pls. indicate)</small>		0,00 €	<< km á 0,30 EUR Serial-no receipt
Hotel		0,00 €	
Public Transport, Taxi		0,00 €	
Other Expenses		0,00 €	

Pls. stick any receipt on paper, no clips please, give remarks, if helpful

TOTAL COST	0,00 €
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signature

date

Date and signature of traveller		13.04.2018
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Pls. complete the form electronically, print it out, sign it and send it to the DFKI project manager.

To be filled by DFKI project manager:



signature

date

Date and signature of project manager		
Project Name: (Acronym)		
Kost Center No.: (Kostenstelle)	BA- / Vorgangs-No. /Kost.Pos.	

DFKI finally: Please scan in FileNet workflow (DocuScan) – Your secretary or DFKI Finance Department will assist you.

Reimbursement_eng_V06.xlsx