



**Important note:**

Please complete this form and we ask you to ensure you write legibly.

Please enclose all original supporting documents for the travel expenses incurred (travel tickets, flight tickets) with the expenses claim.

German Academic Exchange Service (DAAD)  
Department Z31 – Travel Expense Accounting  
Kennedyallee 50

53175 Bonn  
Germany

**Claim for reimbursement of expenses for travel to DAAD event Orientation Seminar Asia, Pacific 2024 from 12/11/2024 to 13/11/2024 at Gustav-Stresemann-Institut, Bonn**

Personal ref. no.	91897170		
Last Name	PhD Maruo	First Name(s)	Kazuki
Street, House Nr.	Prager Straße 53 /WNr. 362	Email	maruokazuki1998@gmail.com
Postal code	04317	Town	Leipzig
University	MPI für Kognitions- und Neurowissenschaft	Destination	

Proof of costs	Costs in EUR	Costs in (please specify currency)
Rail travel		
Air travel		
Travel with public transport		
Other costs (please specify below)		
<b>Original supporting documents are enclosed.</b>		
Travel by car		Kilometres

**Explanations of the Deutschlandticket**

- ☐ I request reimbursement of the costs for the Deutschlandticket in the amount of   EUR. I have enclosed a calculation for amortization.
- ☐ I have not received any reimbursement for the Deutschlandticket from a third party for the month in question. I have received the following the following for the Deutschlandticket in the month in question
- ☐ No employer subsidy
- ☐ An employer allowance in the amount of   EUR

**Explanations:**

I hereby confirm that the information given above is correct and complete. The expenses listed above were actually incurred by me.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of person travelling

**Any claim form that is incomplete or unsigned cannot be processed.**