



Application for Reimbursement of Travel Expenses

Please specify essentially:

Name cost center

Home address

Reason for business trip

1. Trip information

	date	time			
Start of business trip	<input type="text"/>	<input type="text"/>	from	<input type="text"/>	to <input type="text"/>
Start of official business	<input type="text"/>	<input type="text"/>	in	<input type="text"/>	
End of official business	<input type="text"/>	<input type="text"/>	in	<input type="text"/>	
End of business trip	<input type="text"/>	<input type="text"/>	in	<input type="text"/>	

2. Transportation costs (Please hand in receipts!)

(a) Flight costs from to Euro

(b) Train costs from to Euro

surcharges (reservations etc.) Euro

(c) Use of private car for business purposes

km from to

km from to

(d) Local transportation (bus, U-/S-Bahn, taxi—well grounded!)

Euro

3. Other travel expenses (with receipts)

Euro

4. Accommodation costs ☐ yes ☐ no Meals provided free of charge: ☐ yes ☐ no

☐ private accommodation (date: breakfast, lunch, dinner)

☐ hotel costs:

5. I received an advance funding of:

6. Did you participate in a frequent flyer program?

☐ no ☐ yes —> Please fill out the attachment frequent flyer, if you are employed at the MPI.

7. A sum of was paid by a third party.

8. ☐ I request payment by transfer to my bank account (details see next page).

☐ I request payment in cash.

To the best of my knowledge, the above information is correct.

Date

Signature



Bank Details

Name of the bank

Address of the bank

Name of account holder

Home address

Account number

Bank code number

BIC (SWIFT)

IBAN (only European countries)