

## EXCURSION GRANT FROM THE DEPARTMENTAL STUDENT REPRESENTATION

Title of the course: \_\_\_\_\_

Excursion destination: \_\_\_\_\_

Excursion dates: \_\_\_\_\_

[ ] Travel expenses:

Amounts(EUR): \_\_\_\_\_

[ ] Accomodation costs:

Amounts(EUR): \_\_\_\_\_

[ ] Other ticket costs:

Amounts(EUR): \_\_\_\_\_

*The current **Studienblatt** (record of studies) and the original **invoices** must be attached to the application and submitted to the student representation no later than **10 days** after the invoice date.*

*The actual amount paid out may be lower – or may not be paid at all – due to the limit of €80 per academic year and person, as well as the limited student representation budget.*

Name of the student: \_\_\_\_\_

Name of the bank account holder: \_\_\_\_\_

IBAN: \_\_\_\_\_ BIC: \_\_\_\_\_

To be completed by the **course instructor**:

1. The student participated in the excursion: Yes [ ] No [ ]

2. Has the excursion already received funding from anouther source?  
Yes [ ] no [ ]

if yes, type of funding: \_\_\_\_\_

Name instructor: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

To be completed by the **Student Representation**: The student representantion of the field of study: \_\_\_\_\_ requests the Finance Department to transfer the following amount (EUR): \_\_\_\_\_

Name Student Repr.: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_