



# Refund of Travel Expenses to DESY

Beleg-Nr.: \_\_\_\_\_

Please send this request to refund your travel expenses within **three month** after returning from your trip to DESY to the person who invited you. Requests which arrive later cannot be refunded.

## 1. Traveller

Surname, First Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Street, No: \_\_\_\_\_

Country: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Job Advertisement No: \_\_\_\_\_ Invitation dates from: \_\_\_\_\_

DESY staff who invited you: \_\_\_\_\_ Date and time of interview: \_\_\_\_\_

**Please enclose e-mail invitation as attachment**

## Travel information and cost:

Outward journey on: \_\_\_\_\_ from: \_\_\_\_\_

Return journey on: \_\_\_\_\_ to: \_\_\_\_\_

Overnight expenses: € \_\_\_\_\_ Train ticket 2<sup>nd</sup> class: € \_\_\_\_\_ Flight: € \_\_\_\_\_

Other travel expenses: € \_\_\_\_\_ Car (km driven): \_\_\_\_\_ Explanation: \_\_\_\_\_

**Please enclose original receipts or forward them electronically**

Account Owner \_\_\_\_\_ Name of Bank \_\_\_\_\_

Bank Account No. \_\_\_\_\_ IBAN \_\_\_\_\_

Bank Code \_\_\_\_\_ BIC/SWIFT-Code \_\_\_\_\_

\_\_\_\_\_  
Date, Travellers Signature

## 2. Gruppenleitung / Gruppensekretariat

Gruppe: \_\_\_\_\_ Kostenstelle: \_\_\_\_\_

Sachlich richtig: \_\_\_\_\_  
Datum, Unterschrift Gruppenleitung

\_\_\_\_\_  
Datum, Unterschrift Bereichsleitung

## 3. V24 Reisestelle

Zahlungsanweisung

Fahrtkosten/Flugkosten:	€	
Übernachungskosten:	€	
Sonstige Reisekosten:	€	
<b>Summe:</b>	<b>€</b>	

Rechnerisch richtig: \_\_\_\_\_  
Datum, Unterschrift -V24-

## An V3 zur Auszahlung