

Travel Expense Claim

Please send completed form to HIM, address below left.

Hausdorff Research Institute
 for Mathematics/ HIM
 Universität Bonn
 Poppelsdorfer Allee 82
 53115 Bonn
 Germany

An
 Universität Bonn
 Abteilung 3.3

.....
Datum

Claimant (Block Letters)	first name(s)	family name
Academic Status		
Phone Number		
E-Mail		
University, Institute/ College/ Department		
Home Address		

Bank Account No.	
Bank Code/ BLZ (Germany only)	
IBAN	
BIC	
Arrival in Bonn	on from:
	dd/mo/year
Departure from Bonn	on Destination:
	dd/mo/year

Purpose of visit	Event
	Dates dd/mo/year
	Invitation from

<p>List of Costs</p> <p>Please indicate currency.</p> <p>Taxis are not reimbursable without written justification.</p> <p>Please note that meals and beverages are not reimbursable.</p>	<table> <tr><td>train</td><td>.....</td></tr> <tr><td>flight expenses</td><td>.....</td></tr> <tr><td>public transportation</td><td>.....</td></tr> <tr><td>airport bus</td><td>.....</td></tr> <tr><td>taxi</td><td>.....</td></tr> <tr><td>miscellaneous (explanation)</td><td>.....</td></tr> <tr><td colspan="2" style="text-align: right;">Total claimed:</td></tr> </table>	train	flight expenses	public transportation	airport bus	taxi	miscellaneous (explanation)	Total claimed:	
train														
flight expenses														
public transportation														
airport bus														
taxi														
miscellaneous (explanation)														
Total claimed:															
<p>Private Vehicle</p>	<p>total km driven:</p>														
<p>List of attached documents (round trip)</p> <p>Originals, if possible.</p>															
<p>Remarks</p>															
<p>I hereby confirm that all information provided is correct and complete. The costs indicated were incurred by me and will not be reimbursed by any other institution.</p> <p><input type="checkbox"/> Please transfer the reimbursement to the account given.</p> <p><input type="checkbox"/> Please send a check in (currency) to my home address.</p> <p>..... dd/mo/year claimant's signature</p> <p style="text-align: center;">Please note that reimbursements can take several weeks to process. For information contact finance@him.uni-bonn.de</p>															
<p>Für University-/HIM-Verwaltung:</p> <p>Projekt Nr. 508-6-0004 / 508-6-0001 Projekttitel HCM / HIM</p> <p>Bitte Tagegeld zahlen in Höhe von €</p> <p>Bitte Honorar einmalig zahlen in Höhe von € Sachlich richtig.</p> <p style="text-align: right;">..... Datum Unterschrift</p>															