|  |  |
| --- | --- |
|  | Note:  Please submit your expense claim as soon as possible. According to the German Travel Expenses Act, reimbursement must be claimed within six months of travel (beginning with the first day following completion of your journey). Travel expenses cannot be claimed after this period. Please attach original receipts (air/rail tickets, taxi, hotel, etc.). |

Deutsche Forschungsgemeinschaft

- Reisekostenstelle -

D-53170 Bonn

|  |  |  |
| --- | --- | --- |
|  | Reference | |
| **SPP 1529/1 Kick-off-meeting** | |
| Cost centre | Cost object |
| **79000** | **820303** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Travel Claim Form** | | | | | | | | | | | | | |
| Surname, Given name, Title | | | | | | | | | | | | | |
| Private address | | | | | | | | | | | | | |
| Organisation | | | | | | | | | | | | | |
| Business address | | | | | | | | | | | | | |
| Date of invitation from the DFG  06.02.2012; LB 9 | | | | | | | | | | | E-Mail | | |
| Journey from | |  | | | | | | to | | |  | | |
| by (means of transportation) \*) | | | |  | | | | | | | | | |
| Departure (date, time) | | |  | | | arrival (date, time) | | | | | |  | |
| Beginning of the meeting (date, time) | | | | | End of the meeting (date, time) | | | | | | | | |
|  | | | | |  | | | | | | | | |
| Return from | |  | | | | | | to | | |  | | |
| by (means of transportation) \*) | | | |  | | | | | | | | | |
| Departure (date, time) | | |  | | | arrival (date, time) | | | | | |  | |
| Travel expenses \*\*) | | | | | | | | | | | | | |
| regular means of transportation (train, aeroplane etc.) | | | | | | | | | | Taxi etc. \*\*) | | | |
| Hotel expenses \*\*) | | | | | | | | | | | | | |
| Bank and bank address | | | | | | | | | Bank code number | | | | Account number |
| Name: |  | | | | | |  | |  | | | |  |
| Street: |  | | | | | |  | | Swift-Code | | | | IBAN-Nr. |
| Place: |  | | | | | |  | |  | | | |  |
| Account holder (if not identical with applicant) | | | | | | | | | | | | | |
| Place, date | | | | | | signature | | | | | | | |
| The expenses for the journey will be reimbursed according to the German Federal Regulations on travelling expenses  \*) if travelling by car: number of kilometres  \*\*) please enclose receipts etc. | | | | | | | | | | | | | |
| DFG-Vordruck 30.021 - 7/07 | | | | | | | | | | | | | |