

Travel reimbursement request

Please mark appropriate boxes and fill in fields

| | | | |
|--|---------------|--|---------------------|
| Requester (last name, first name) | | 3.421.006 | |
| Travel destination (city, country) | | | |
| Purpose of travel (title of event) | | start of event (date) | end of event (date) |
| The trip will be conducted by <input type="checkbox"/> bus/train <input type="checkbox"/> airplane <input type="checkbox"/> private car <input type="checkbox"/> as passenger traveling with | cost estimate | other costs <input type="checkbox"/> conference fee <input type="checkbox"/> accommodation <input type="checkbox"/> <input type="checkbox"/> | cost estimate |
| Banking information (German banks only) <input type="checkbox"/> The banking information is already on file at HGS-HIRe and has not changed | | Name of account holder | |
| | | Account number | |
| | | Routing number (BLZ) | |
| A payment advance is requested (80 % of cost estimate) <input type="checkbox"/> no <input type="checkbox"/> yes, amount | | | |
| Traveler (date, signature) | | | |
| Supervisor (date, signature) | | | |

The request has been accepted by HGS-HIRe

Date

HGS-HIRe representative