



Travel Expenses For Members of the Academy/Honoraries/Guests

Reason for visit (Please tick the relevant box)

Date: _____

- Plenary meeting Conference Title: _____
 Commission meeting Evaluation _____
 Other: _____

Affiliation to Academy research group/project: _____

(If you live outside Germany, please state your **full address**)

Name: _____ **ZIP:** _____

Place: _____ **Country:** _____

Street, no.: _____ **E-Mail:** _____

Stay – from: _____ **to:** _____
(Date / Time) (Date / Time)

I participated in the event referred to above. For the journey, I incurred the following expenses, for which I request reimbursement:

PLEASE ATTACH ALL RECEIPTS !

1. Means of Transport: _____ = _____ €

Private car: _____ = _____ km x 30 Ct/km = _____ €

2. Bus/Tram: _____ = _____ €

Taxi: _____ = _____ €

(Reimbursement on plausible grounds only)

3. Other (e.g. Hotel): _____ = _____ €

Total: = _____ €

Bank Details: (for reimbursements to an international European bank account, please add BIC Code;
for bank account within the UK, add sort-code; for US bank account add ABA no./routing no.)

Name of Bank: _____

IBAN: _____

BIC/Swift-Code: _____

Bank Address (only if outside EU) _____

Please make sure any country specific banking details are indicated above.

I hereby confirm that the information provided above is correct.

Date: _____ **Signature:** _____

AUSZAHLUNGSANORDNUNG

BETRAG : €

EMPFÄNGER : _____

BUCHUNGSSTELLE :

Sachlich und rechnerisch richtig:

Die Rechnungsstelle der Heidelberger Akademie der Wissenschaften wird hiermit angewiesen, den oben genannten Betrag auszuzahlen und wie angegeben zu buchen.

Datum: _____

Anordnungsbefugter

BUCHUNGSVERMERK: Bezahlte per Überweisung / ~~bar~~ am _____

Bankbeleg / ~~Handkassenbeleg~~ - Nr.: _____

Kasse / Sachbearbeiter Haushalt