



## 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 auszuführen und wie angegeben zu buchen.

Datum: \_\_\_\_\_

\_\_\_\_\_ Anordnungsbefugter

**BUCHUNGSVERMERK:** Beahlt per Überweisung / ~~bar~~ am \_\_\_\_\_

Bankbeleg / ~~Handkassenbeleg~~ - Nr.: \_\_\_\_\_

\_\_\_\_\_ Kasse / Sachbearbeiter Haushalt