Reimbursement of Travel Expenses

- Any clarifications regarding the invitation will be provided by the inviting department. Unapproved travel expenses will not be reimbursed.

- Travel expenses will be reimbursed cashlessly in accordance with the travel expense regulations for applicants, with the provision of the IBAN (reimbursement may take up to 6 weeks). The IBAN can be found on the account statement or in online banking.

- Complete and accurate information is required for the calculation of expenses.

- Please send the **electronically completed and digitally signed form**, along with **all original tickets and receipts** (no receipts are necessary if a car is used) as **a PDF file** to the email address provided in the invitation immediately after the appointment, but no later than within three months. All fields in the form must be filled out; otherwise, the request cannot be processed. **Please attach the scanned form on the first page and the invoices on the next pages.**

Personal Data

Last Name

First name

Zip code, city

Country

Email address

Applicant's Number

Arrival

Departure (Date/Time)

From*

To

Return

Departure (Date/Time)

From

To*

Travel costs and expenses

Kilometers driven with own car   driven km**

Train ticket (2nd class)

Public transportation

Hotel accommodation

Other

Responsible for the accuracy of the entries

Date / Signature of the traveler

Digital signature: Follow these steps

Banking details

Name of the bank

Bank location

IBAN

BIC Code*

* to be filled out only if bank's location is not Germany

To be completed by Lufthansa

Application appointment with

Department

Cost Center

Contact person

Approved Expenses

Private car

Train ticket

Public transportation

Hotel accommodation

Other

Total amount in EUR

Determined travel expenses

Department

Signature of verifier

Authorization

Date / Signature authorized signatory

* A location other than the place of residence may only be entered if it has been agreed with the interview organizer prior to the interview.

** The number of kilometers driven should be specified.