



Refund of Travel Expenses to DESY

Beleg-Nr.: _____

Please send this request to refund your travel expenses within **three month** after returning from your trip to DESY to the group leader who invited you. Requests which arrive later cannot be refunded.

1. Traveller

Surname, First Name(s): _____ Zip Code, City: _____

Street, No: _____

Country: _____ E-Mail: _____

Job Advertisement No: _____ Invitation dates from: _____

DESY staff who invited you: _____ Date and time of interview: _____

Please enclose e-mail invitation as attachment

Travel information and cost:

Outward journey on: _____ from: _____

Return journey on: _____ to: _____

Overnight expenses: € _____ Train ticket 2nd class: € _____ Flight: € _____

Other travel expenses: € _____ Car (km driven): _____ Comments: _____

Please enclose original receipts or forward them electronically

Account Owner _____ Name of Bank _____

Bank Account No. _____ IBAN _____

Bank Code _____ BIC/SWIFT-Code _____

Date, Travellers Signature

2. Gruppenleitung / Gruppensekretariat

Gruppe: _____

Kostenstelle: _____

Sachlich richtig: _____
Datum, Unterschrift Gruppenleitung

Datum, Unterschrift Bereichsleitung

3. V24 Reisestelle

Zahlungsanweisung

Fahrtkosten/Flugkosten:	€	
Übernachungskosten:	€	
Sonstige Reisekosten:	€	
Summe:	€	

Rechnerisch richtig: _____
Datum, Unterschrift -V24-

An V3 zur Auszahlung