Travel Expenses Reimbursement Form

Justus-Liebig-University Giessen
Zentrum für Medien und Interaktivität
c/o Anna Wagner
Ludwigstrasse 34
DE - 35390 Giessen

Cost centre:_____
(will be filled in by the ZMI)

I require reimbursement of the advanced travel expenses:
(Please enclose original documents)

Lecture/Event	Date

Applicant	
Name:	
Employed as:	
Private address:	
Office address:	

Outward travel	
Place of departure:	Start of travel:
Destination:	End of travel:
Return travel	
Place of departure:	Start of travel:
Destination:	End of travel:

![ZMI — Zentrum für Medien und Interaktivität]

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Travel expenses (original documents attached)	
Train (DB-Tickets in the amount of):	
Car (km à 0,35 € acc. to Hessian Travel Expenses Legislation):	
Air travel (Ticket in the amount of):	
Incidental costs (e.g. parking or bus ticket, taxi): [1]	
Total amount:	

Bank account	
Account holder:	
IBAN:	
BIC:[2]	
Bank:	

_____   _____

Place and date   Signature

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[1] The use of a taxi needs to be justified.
[2] Only if residence abroad