|  |
| --- |
| **Cost centre \_\_\_\_\_\_\_\_\_\_\_** |

To:

Justus-Liebig-University Giessen

Zentrum für Medien und Interaktivität

Ludwigstrasse 34

DE - 35390 Giessen

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: |

|  |
| --- |
| **Travel expenses (original documents attached)** |
| Train (DB-Tickets in the amount of):[[1]](#footnote-1) |  |
| Car (km à 0,35 € acc. to Hessian Travel Expenses Legislation): |  |
| Air travel (Ticket in the amount of): |  |
| Incidental costs (e.g. parking ticket, travel tickets): [[2]](#footnote-2) |  |
| **Total amount:** |  |

|  |
| --- |
| **Bank details** |
| Account holder: |  |
| IBAN: |  |
| BIC:[[3]](#footnote-3) |  |
| Bank: |  |

With kind regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place/Date Signature

1. Reimbursement for BahnCard 100 users (2nd class) only by proof of original price via www.bahn.de [↑](#footnote-ref-1)
2. Taxi needs to be justified [↑](#footnote-ref-2)
3. Only if residence abroad [↑](#footnote-ref-3)