**DAAD-BMBF funding project “GUC: Building a Sustainable Future”**

# Reimbursement Form

*Please fill out, print, sign, and hand in together with* ***all******original invoices/ bills*** *to Mr. Ahmed Halim at the GUC Finance department* ***(for reimbursement via the GUC)*** *or Mr. Felix Bock at Ulm University (for reimbursement* ***to a SEPA bank account****).*

**Surname, First Name, Degree**:

**Activity:**

**Date & Place of the activity:**

**Bank account details (including name of the account holder and private address that is registered with the bank) *!!! ONLY relevant for SEPA accounts (can be omitted if reimbursed via GUC) !!!*:**

(Name, Address, IBAN, BIC)

**Costs paid by the academic**

**Amount**

Flight (economy class)

Visa fee

Airport transport (train 2nd class)

Local public transport ticket (monthly ticket)

Accommodation (invoice/contract attached)

**Total:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Local transportation (airport transportation, monthly tickets) | Accommodation and additional costs | Provided accommodation and/or meals (including breakfast at hotel, meal during flight, Catering) |
| **Outward Journey** | Start of journey |  |  |  |
| **Workshop stay** | Arrival at hosting university and start of Workshop    End of Workshop and departure from hosting university |  |  | Has any accommodation been provided free of charge?    Provided meals (insert number) |
| **Return journey** | End of journey |  |  |  |

I hereby confirm that all information given above is correct

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

Date Signature Traveller