Reimbursement Form for Guest Speakers

Last name, first name: _____

University/ Research Institute: _____

Private Address: _____

_____

E-Mail: _____

Bank details:

Bank name: _____

IBAN: _____

BIC: _____

Expenses:

- Travel Expenses

Train	Yes ☐	No ☐		Amount: _____ €
Car	Yes ☐	No ☐	Amount of km: _____	Amount: _____ €
Airplane	Yes ☐	No ☐		Amount: _____ €
Taxi / Bus	Yes ☐	No ☐		Amount: _____ €
sonstiges	_____			Amount: _____ €

- Accomodation

Hotel	Yes ☐	No ☐	Amount: _____ €
Private	Yes ☐	No ☐	Amount: _____ €

- Other

_____

Seminar:

Date of arrival: _____ Date of departure: _____

Seminar on (date) _____ at ___:___ hrs Room: _____

Title: _____

Verbuchung (to be completed by RWTH Aachen):

Kapitel	Titel	Kennziffer	Sachkonto	Projekt-Nr.:

Please enclose all receipts (copy or original).