

Note:
 Please submit your expense claim as soon as possible. According to the German Travel Expenses Act, reimbursement must be claimed within six months of travel (beginning with the first day following completion of your journey). Travel expenses cannot be claimed after this period. Please attach original receipts (air/rail tickets, taxi, hotel, etc.).

Deutsche Forschungsgemeinschaft
 - Reisekostenstelle -
 D-53170 Bonn

Reference	
Cost centre	Cost object

Travel Claim Form

Surname, Given name, Title		
Private address		
Organisation		
Business address		
Date of invitation from the DFG		E-Mail
Journey from _____ to _____ by (means of transportation) ^{*)} _____		
Departure (date, time)		arrival (date, time)
Beginning of the meeting (date, time)		End of the meeting (date, time)
Return from _____ to _____ by (means of transportation) ^{*)} _____		
Departure (date, time)		arrival (date, time)
Travel expenses ^{**) regular means of transportation (train, aeroplane etc.)}		Taxi etc. ^{**)}
Hotel expenses ^{**)}		
Bank and bank address		Bank code number
Name: _____		Account number
Street: _____		Swift-Code
Place: _____		IBAN-Nr.
Account holder (if not identical with applicant)		
Place, date		signature
The expenses for the journey will be reimbursed according to the German Federal Regulations on travelling expenses ^{*)} if travelling by car: number of kilometres ^{**) please enclose receipts etc.}		