



Travel Expenses - Reimbursement for Invited/Posted Staff Members pursuant to the Directive dated 13 November 2018

I. Details of the invited/posted staff member

I undertook a business trip in response to an invitation or at the request of the University of Göttingen. I hereby request reimbursement of the expenses I paid privately in advance.

Please fill in the fields with coloured backgrounds

Last name:	First name:			
Email:	Date of birth:			
Address (private):				
Place of Finance Authority/Tax Office:				
Home University:				
Reason for and date of invitation/secondment:				
Account holder:				
IBAN:	SWIFT/BIC:			
Credit institute:				
<u>For foreign bank accounts:</u>				
Address (credit institute):				
Routing No.:	Account No.:			
<u>Only to be completed by scholarship holders posted by the University of Göttingen:</u>				
My scholarship provides a lump sum for material and/or travel expenses.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
If so, this lump sum has already been spent or will soon be spent for other purposes.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Start of outward trip (date / time):	Start of official business (date / time):			
End of official business (date / time):	End of return trip (date / time):			
Has the journey been connected with private trips (before, after, in-between)? If so, when? (Date)				
I received meals free of charge: Yes <input type="checkbox"/> No <input type="checkbox"/> (e.g. breakfast at the hotel, conference dinners etc.), if so,				
Date	Breakfast	Lunch	Dinner	Comments (e.g. hotel, outward flight, return flight)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the space provided here is insufficient, please use and enclose a separate sheet.				
I confirm the accuracy of my statements. The original receipts are enclosed. I declare that, at the time of travel / stay, I was not an employee of the University of Göttingen.				
Enclosures:				
Date	Signature _____			



II. Details by the department/institution for the reimbursement of expenses incurred by invited/posted staff member

1. Personal information and tasks (categories see enclosure 1 and 2 of the directive)

Invitee (incoming)			
<input type="checkbox"/> Guest lecture	<input type="checkbox"/> Ext. committee member	<input type="checkbox"/> Project partner/guest	<input type="checkbox"/> Scholarship holder
<input type="checkbox"/> PhD student	<input type="checkbox"/> Student	<input type="checkbox"/> Applicant (appointment)	<input type="checkbox"/> Applicant (other)
<input type="checkbox"/> Ext. consultant (only: internal system accreditation)			
Posted staff member (outgoing):			
<input type="checkbox"/> PhD / Postdoc fellows <input type="checkbox"/> PhD students <input type="checkbox"/> Student <input type="checkbox"/> Intern			

- Reason for invitation / secondment (incl. assured reimbursement):

See enclosed document (e.g. invitation / secondment letter)

Other reasons:

2. Increased official interest for guest lecturers (Subsection II of the Travel Expense Directive governing invitees and posted staff members) – to be completed if the justification and approval of the invitation is not apparent in advance from other documents

2a) Reasons for increased official interest:

2b) Approval by Dean or competent departmental PM member or SUB director

As per previous verbal agreement, I agree that there is an increased official interest in acquiring said guest lecturer.

Signature of the Dean or competent departmental PM member or SUB director

3. Funding

This is to certify that sufficient funds are available and, where applicable, a corresponding reimbursement is provided within the scope of a scholarship or doctoral programme. If the third party or special funding organisation provides reimbursement options deviating from those laid down in the Travel Expenses Directive dated 8 November 2018, it is confirmed hereby that the reimbursement may be paid out accordingly.

Date and signature of cost centre administrator (name in block letter)

4. The following costs shall be reimbursed: Per diem? Yes No

Description	Amount (currency)	Cost account	Cost centre/Order
<input type="checkbox"/> Train		694 800	
<input type="checkbox"/> Hotel		694 800	
<input type="checkbox"/> Car (km)	x €0.20 x €0.30 (incl. reasons)	694 800	
<input type="checkbox"/> Flight		694 800	
<input type="checkbox"/> Other costs		694 800	
<input type="checkbox"/> Per diem allowance		694 800	
<input type="checkbox"/> Remuneration		638 300	
<input type="checkbox"/> Travelling allowance		685 240	
<input type="checkbox"/> Accomodation/subsistence allowance		685 240	
Amount disbursed:			
<input type="checkbox"/> Factually correct	<input type="checkbox"/> Arithmetically correct	Receipt no.:	
Date, signature	Date, signature		