



## 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.:			
<b><u>Only to be completed by scholarship holders posted by the University of Göttingen:</u></b>				
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.				
<b>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.</b>				
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)

<b>Invitee (incoming)</b>			
<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)			
<b>Posted staff member (outgoing):</b>			
<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.

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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.

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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	
<b>Amount disbursed:</b>			
<input type="checkbox"/> Factually correct	<input type="checkbox"/> Arithmetically correct	Receipt no.:	
Date, signature	Date, signature		