

Please return to (specify the inviting/sending organisation)

Travel expenses - reimbursement of expenses for invitees/senders in accordance with the directive of 13 November 2018

I. Details of the invitee/sender

I have travelled at the invitation or request of the University of Göttingen. I request reimbursement of privately incurred costs as indicated below.

Please fill in the fields with coloured backgrounds

Surname:		First name:		
E-mail:		Date of birth:		
Address (private):				
Place of Finance Authority/Tax Office (when residence in Germany):				
Tax-ID (11 digits):				
Home university:				
Reason for and date of secondment:				
Account holder:				
IBAN:		SWIFT/BIC:		
Bank:				
<u>For foreign bank accounts:</u>				
Address (bank branch):				
Routing-No.:		Account No.:		
<u>Only to be completed by scholarship holders sent by the University of Göttingen:</u>				
My scholarship includes a lump sum for material and travelling expenses.		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes: This lump sum has already been used up or will soon be used 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. I further confirm that I have not and will not submit these to any other organisation for reimbursement.				
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"/> Scholarship holder
<input type="checkbox"/> Applicant (appointment)	<input type="checkbox"/> Applicant (other)	<input type="checkbox"/> Ext. consultant (only: internal system accreditation)
<input type="checkbox"/> Student	<input type="checkbox"/> Project partner/guest	<input type="checkbox"/> PhD student
Posted staff member (outgoing):		
<input type="checkbox"/> PhD / Postdoc fellow	<input type="checkbox"/> PhD student	<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.

3. export control:

The person, home organisation and home country were checked against the EU financial sanctions list and embargo lists. (See also: <https://intern.uni-goettingen.de/compliance/SitePages/Exportkontrolle.aspx?web=1>)

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

4. 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)

5. 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 x 0,20 € (km) 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		