GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN IN PUBLICA COMMODA SEIT 1737

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:	
For foreign bank accounts:	
Address (bank branch):	
Routing-No.:	Account No.:

Only to be completed by scholarship holders sent by the University of Göttingen:

My scholarship includes a lump sum for material and travelling expenses.   Yes ☐   No ☐

If yes: This lump sum has already been used up or will soon be used for other purposes.   Yes ☐   No ☐

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 ☐   no ☐
(e.g. breakfast at the hotel, conference dinners etc.), if so,

Date	Breakfast	Lunch	Dinner	Comments (e.g. hotel, outward flight, return flight)
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

If the space provided here is insufficient, please use and enclose a separate sheet

I duly certify the accuracy of my information. The original receipts are enclosed. I declare that I am/was not an employee of the University of Göttingen at the time of the trip/stay.Furthermore, I confirm that I have not submitted these receipts to any other authority for reimbursement and will not do so in the future.

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)
   - ☐ Guest lecture
   - ☐ Ext. committee member ☐ Scholarship holder
   - ☐ Applicant (appointment) ☐ Applicant (other) ☐ Ext. consultant (only: internal system accreditation)
   - ☐ Student ☐ Project partner/guest ☐ PhD student

   Posted staff member (outgoing):
   - ☐ PhD / Postdoc fellow ☐ PhD student ☐ Student ☐ Intern

   1. a) Reason for invitation / secondment **(incl. assured reimbursement)**:

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

   - ☐ Other reasons:

   1. b) Increased official interest **for guest lecturers**
   (Subsection II of the Travel Expense Directive governing invitees and posted staff members. Please enclose supporting documents.)

   Approval by Dean, Faculty Advisor/Administrative Director, Member of the Executive Committee, (Admin.) Director of SUB
   Following the verbal agreement already reached, I agree that there is an increased official interest in securing the guest speaker.

   Date   Signature   Name in capital letters or stamp

2. 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   Signature of cost centre administrator   Name in capital letters

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)

4. Cost reimbursement

Description	Amount (currency)	Cost account	Cost centre/Order
Daily allowance? ☐ No ☐ Yes		694800	
☐ Train		694800	
☐ Hotel		694800	
☐ Car (km) x 0,20 € x 0,30 € (incl. reasons)		694800	
☐ Flight		694800	
☐ Other costs		694800	
☐ Fee		638300	
☐ Travelling allowance		685240	
☐ Accomodation/subsistence allowance		685240	
Amount disbursed:			

Factually correct - to No. 1 a, 3 and 4

Reciept no:

Date   Signature   Name in capital letters

Arithmetically correct - travel expense account

Date   Signature

Stand: 11.2025