

Guest Reimbursement**Contract Number:** _____**.GV.**____ . _____

I hereby kindly request the reimbursement of costs that occurred during the stay at the Institute for Theoretical Physics, Heidelberg University. With my signature, I confirm that all information provided is correct and complete. Copies of all tickets and receipts are attached.

PERSONAL DETAILS

Surname, First name	
Title(s)	
University/ Research Institute/Department	
Private address	
Date of birth	
Phone	
E-mail	
Tax no./VAT ID no.*	

BANK DETAILS FOR REIMBURSEMENT

Name of bank	
Full address**	
Routing number**	
Account number**	
IBAN	
SWIFT/BIC	

* only for residents of Germany or EU member states

** please supply these compulsory information for non-European banks

PURPOSE OF TRAVEL	
Title of Talk:	
Seminar/Lecture:	
Invited by	

TRAVEL DETAILS	
date of arrival:	from (place/country):
stopover (to be explained)	
date of departure:	to (place/country):
covered distance in km (if privately owned vehicle has been used)	

STATEMENT OF COSTS	
<input type="checkbox"/> accommodation	€
<input type="checkbox"/> railway ticket	€
<input type="checkbox"/> plane ticket	€
<input type="checkbox"/> additional costs (to be explained)	
Total	€

<input type="checkbox"/> Please transfer the reimbursement to the account given. <input type="checkbox"/> I have already received the reimbursement. Date, Signature:
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