

Guest lecture at the Freie Universitaet Berlin;
Department:

Name: _____ Date of birth: _____
 Home address _____ TAX-ID: _____
 Guest lecture on (date) _____ time _____
 Start of outward journey (date) _____ time _____
 Completion of return journey (date) _____ time _____

Total cost incurred (according to original agreement; please enclose all receipts originals - no copies)

Flight	from _____	to _____	Cost _____
Rail/Coach	from _____	to _____	Cost _____
Other(e.g.taxi)*	from _____	to _____	Cost _____
Car	from _____	to _____	
	total distance _____ km	paid at € 0,20 (max. 130,-€)	Cost _____

* Expenditure for taxi journeys must have previous agreement/exceptional reason declaration

FOR OFFICIAL USE ONLY

Fee/flat rate:..... _____
 Daily allowance:..... _____
 Overnight accommodation:..... _____
 Travel..... _____
Total _____ €

checked and correct : _____

I declare that the above stated travel costs have been incurred by me. I have/have not (please delete) received other payments from a third party for this journey. Other payment received:

Please make arrangements to transfer the full amount to be paid into my account at:

Bank Name:Location.....

Bank Code No. (**IBAN**).....Account No:.....

Bank Identifier Code (**BIC or S.W.I.F.T.-Code**).....

Date _____

(signed)