

**Please fill out on the computer**

Berlin,

**Application for the Approval and Disbursement for Compensation of Visting Scholars**  
(Only for scholars visiting for under one month and/or receiving under 2.500 Euro remuneration/expense allowance)

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Department / Institute / Central Facility, Date, Seal, Signature Dept. / Inst. / Central Facility

**with external funding**

Fund:

Account:

Financial position:

Surname, name, title:

Personal tax ID:

Birth Date:

Address (postally exact):

Home institution:

Title / Subject:

Tel. of Guest advisor:

Visit on at o'clock

Start of journey on at o'clock

End of return journey on at o'clock

**Expenses:**

**A. Fixed rate remuneration**

**Total fixed rate of \*** (incl. remuneration, fare, accommodation)

\*as per sponsor's rate

**OR**

**B. Individual invoice**

Flight expenses from to :

Train travel costs from to :

Tributary\* from to :

Trip by car from to :

total of km à EUR 0,20/km (max. 130,- EUR)

**\*Reimbursement of taxi rides are only possible upon special justification (as per Bundesreisekostengesetz)!**

**Accommodation:**

**Total expenses:**

*mathematically correct:* \_\_\_\_\_  
Applicant's signature

I assure that I accrued the above calculated travel expenses. I have - **not** - received any contribution from external parties for this trip (if yes, how much?)

I will declare the amount of the remuneration to the responsible tax office myself.

The due sum total is to be transferred to the following account

**(bank's name and place of business)**

**Must be stated for any transaction:**

**I B A N :**

**SWIFT-Code/BIC**

**ABA Routing Number**

**Account-Number**

Place / Datum \_\_\_\_\_

(Visiting scholar's signature)