

**Visiting Scholars, Grants and Fellowships at the Freie Universität Berlin**, Department of History and Cultural Studies or on the occasion of the conference/convention

*Mr./Mrs. Prof. Dr.*

*Home address*

*Personal Tax ID*

*Birth Date*

Visit on	at	o'clock
Start of journey on	at	o'clock
End of return journey on	at	o'clock

*Expenses:*

**Fixed rate** (incl. remuneration, fare, accommodation expenses) *or*

**Individual invoice** (as per agreement; original documents are attached) :

Remuneration

Train/plane fare from to

Tributary\* from to

Travel by car from to

total of km á Euro 0,20/km

Accommodation x €

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

**Total expenses**

*Objectively and mathematically correct:* \_\_\_\_\_

*Signature*

*Date*

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

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

**IBAN:**

**SWIFT-CODE/BIC**

**ABA Routing Number**

**Account-Number**

Place, Date

\_\_\_\_\_  
(Signature)