

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)

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)!**

Accomodation:

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)