Traveling expenses for interviews

 (please complete in block capitals)

To the president of TUB **– II RK 01 –**

|  |
| --- |
| Last name: First name: |
| Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP code, place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| IBAN:  |
| BIC:  |
| Bank:  |

|  |
| --- |
| Institute issuing the invitation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, interviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at: \_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_ **Not to be completed by claimant**Eur\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Eur\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Eur\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Eur\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interview for the position of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞏 Journey to interview by train, amount EUR \_\_\_\_\_\_\_\_\_\_I have a railcard 🞏 no yes, 🞏 BC 25 🞏 BC 50 🞏 BC 100🞏 Journey to interview by car, \_\_\_\_\_\_\_\_\_\_km🞏 Journey to interview by plane, amount EUR \_\_\_\_\_\_\_\_\_\_🞏 Accommodation expenses 🞏 no 🞏 yes, amount EUR\_\_\_\_\_\_\_\_\_\_ |
| **Please submit original documents with your claim. When submitting online documents, please include the comment: "This is an original online document" on the printout and sign.** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Claimant's signature

(Please send your completed claim to the unit which issued the invitation to attend the interview)

**Not to be completed by the claimant!**

**To be completed by the faculty service center if the refund is not being made from central funds!**

Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/ subaccount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by Traveling Expenses!**

**Amount to be paid:** EUR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost center / project no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of expenditure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Factually correct Correct in terms of accounting

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, signature, faculty/inst./ dept. - staff reference code Date, signature, staff reference code