

Travel Expenses Claim Form

Name, Surname _____

E-mail _____

Work address _____

Private address _____

Travel by airplane train car other: _____

Ticket costs _____

Taxi costs _____

Other costs _____ (please specify)

Distance driven (own car) _____ km (one way) x 0.25 € per km = _____ Euro

Total amount Euro/USD/...

Bank account information:

Name of account holder _____

Bank name _____

Bank code number _____

IBAN _____

BIC/SWIFT _____

Date _____

Signature _____

Please send the signed form along with your receipts to:

Stefanie Ott
Universität Tübingen
Interfakultäres Institut für Biochemie
Hoppe-Seyler-Str. 4
72076 Tübingen

Tel: 07071/29-76390

Fax: 07071/29-5565

E-mail: stefanie.ott@uni-tuebingen.de

Thank You!