

Helmholtz Centre for Environmental Research  
GmbH – UFZ  
Department Finance & Controlling  
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Germany

#### Important Notice

Reimbursement applications must be submitted within six months, beginning on the day after completion of your trip. Later applications are not permissible (§ 3 Abs. 1 BRKG).

Please submit the scanned, unaltered original invoices, receipts and tickets for the travel expenses you have incurred (rail, air and local transport tickets, taxi receipts, parking tickets, boarding passes, etc.) in PDF format with the travel expense reimbursement form.

### Travel expense reimbursement and expense allowance for Scientific Review

<b>1. Contact information of the evaluator</b>		
Name, First name		
Organisation/Firm		
Address		
Phone (in case of queries)		E-mail (in case of queries)
<b>2. Travel Expenses to be reimbursed</b>		
<p><b>Please note:</b> The following section concerns the actual course of your trip with a short account of the business involved. Please give brief details of any circumstances that could possibly be taken into account for the calculation of the reimbursement. In particular:</p> <ul style="list-style-type: none"><li>- Use of your own personal travel pass (also for part of journey)</li><li>- Onward travel to a further official appointment</li><li>- Overnight stay in own home and travel costs thus incurred</li><li>- Joint travel with another person on an official trip using his/her vehicle</li><li>- Trip in conjunction with a second occupation (§ 3 Abs. 2 and 3 BRKG) / or in the interests of a third party.</li></ul>		
<p><b>Important notice:</b> Helmholtz and its centres are financed from public funds and are therefore bound by certain requirements when reimbursing travel expenses (basis: Federal Travel Expenses Act). Essentially, this is as follows:</p> <ul style="list-style-type: none"><li>- Flights within Germany and Europe: Economy Class</li><li>- Flights beyond: Business Class possible (not First Class)</li><li>- Train journeys &gt; 2 hours: First class possible</li><li>- Train journeys &lt; 2 hours: Second class</li><li>- Overseas flights should not exceed €4,500 (one-way); if necessary, the evaluators are asked to contact the UFZ.</li></ul>		
<b>Description of your travel expenses</b>	<b>Amount</b>	<b>Further details</b>

<b>Total travel expenses:</b>		

### 3. Expense allowance

With reference to the scientific evaluation of the Helmholtz Centre for Environmental Research GmbH – UFZ I am charging an expense allowance of \_\_\_\_\_€ for having participated in the review on the following dates:

(Please insert dates)

\* The expense allowance amounts 500,00 € per day of evaluation.

### 4. Total:

### 5. Account information

Name of account holder if different from applicant:

IBAN /Account no.

BIC/SWIFT or Sort code/Routing no.

Bank/Credit Institute incl. address

**I assure that the information given is correct and complete.  
The travel expenses claimed were incurred by myself.**

Signature

Town

Date