universität ulm

Universität Ulm
Dez. III / Abt. III-1
Personalservice
Helmholtzstr. 16

D - 89081 Ulm

Travel Reimbursement Request for Guests / Externals

Personal details	Last name, First name	Telephone (for queries in the depart- ment inviting the guest)

Address	Private address

Facility at Ulm Uni (inviting the guest)	

Bank details	I request bank transfer Name of bank BIC IBAN	Account holder (unless identical with the person submitting the request)

Budget item	Funded program	Third-party funded project number	**LRKG** application LRKG according to project specifications no application LRKG according to project specifications

Reason for stay	reviewer/advisor scholar (future) cooperation partner students other guest	external member of the appointment committee applicant for employment or training invited to an interview visiting scientist with travel reimbursement assurance guest lecturer with travel reimbursement assurance

Please note:

1. Reimbursement complies with the applicable travel expenses legislation LRKG.
*2. Use of means of transport that are not regular public transport (**e.g. taxi, rental car**) must be **justified**.*
*3. If the single trip is **not more than 100 km** (e.g. Ulm – Stuttgart), **only** the **lowest class** and the **cheapest train ticket** can be **reimbursed** (as a rule, 2. class without ICE supplement).*
4. Please explain why the trip was necessary
5. Information on data collection, data processing and data protection can be found on the information sheet on our homepage under the heading "Data protection"
https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/

		Travel expenses
		a) Train ticket
		   Bus ticket
		   Air ticket
		b) Other (e.g. taxi)
			Distances
			a) Kilometres travelled
				Hotel expenses
				Important:
				Enclose proof

Outwart journey	Outward journey on
	
	from to
	by private car.
	    bus, tram, underground train etc.
	    rail (class)
	    plane
	    taxi			

Returned journey	Return journey on
	
	from to
	by private car.
	    bus, tram, underground train etc.
	    rail (class)
	    plane
	    taxi			

Explanation for journey				

I confirm that the above information
is correct!

Date: _____

_____   _____
Signature of traveller   Signature
                      Head of Department, Institute or Dean

Factually correct:

Only to be completed by department III-1 / personal service:

I.   Der Erstattungsbetrag nach LRKG beträgt _____ €.

     rechnerisch richtig

     _____
     Datum, Unterschrift Abt. III-1

II. Dezernat IV
     zur weiteren Verwendung