



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

Travel Reimbursement Request for Guests / Externals

D - 89081 Ulm

Personal details	Last name, First name	Telephone <small>(for queries in the department inviting the guest)</small>
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Address	Private address
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Facility at Ulm Uni <small>(inviting the guest)</small>	
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Bank details	I request bank transfer Name of bank BIC IBAN	Account holder <small>(unless identical with the person submitting the request)</small>
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Budget item	Funded program	Third-party funded project number	LRKG application LRGB according to project specifications no application LRGB according to project specifications
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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
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Please note:
 3. Reimbursement complies with the applicable travel expenses legislation LRGB.
 4. Use of means of transport that are not regular public transport (e.g. taxi, rental car) must be justified.

Please note:
 1. 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).
 2. Please explain why the trip was necessary

		Travel expenses <small>a) Train ticket Bus ticket Air ticket b) Other (e.g. taxi)</small>	Distances <small>a) Kilometres travelled</small>	Hotel expenses <small>Important: Enclose proof</small>
Outward 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!

Factually correct:

Date: _____

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