

Guest lecture at the Freie Universitaet Berlin;
Department:

Name: _____

Home address _____

Guest lecture on (date) _____ time _____

Start of outward journey (date) _____ time _____

Completion of return journey (date) _____ time _____

Total cost incurred (according to original agreement; please enclose all receipts originals - no copies)

Flight from _____ to _____ Cost _____

Rail/Coach from _____ to _____ Cost _____

Other(e.g.taxi)* from _____ to _____ Cost _____

Car from _____ to _____

total distance _____ km paid at € 0,20 (max. 130,-€) Cost _____

* Expenditure for taxi journeys must have previous agreement/exceptional reason declaration

FOR OFFICIAL USE ONLY

Fee/flat rate:..... _____

Daily allowance:..... _____

Overnight accommodation:..... _____

Travel..... _____

Total _____ €

checked and correct : _____

I declare that the above travel costs have been incurred by me. I have/have not (please delete) received other payments from a third party towards this journey. Other payment received:

Please make arrangements to transfer the full amount to be paid into my account at:

Bank Name:Location.....

Bank Code No. (IBAN).....Account No:.....

Bank Identifier Code (BIC or S.W.I.F.T.-Code).....

Date _____

(signed)