# Reimbursement Invoice

Last Name\*, First Name\*:

Street\*: Postal/Zip Code\*, City\*:

(Please make sure to enter your **private address.**)

Country\*: Telephone:

E-Mail\*:

Bank Name\* (applicant and account owner must be identical):

Account number\*: Bank Code (BLZ)\*:

Swift (BIC)-Code\*: IBAN-Code / Routing number\*:

Guest stay from to

**\*mandatory field**

**Travel Costs (please attach all original receipts):**

Train:

Flight:

Public Transportation:

Personal Car (0.40 Euro per km\*):

\* Please include a *Google Maps* map with the exact km indication from the place of departure to the destination.

**Other Costs (please attach all original receipts):**

Accommodation:

**Total Euros:**

**Total other currencies:**

I guarantee that the travel costs listed above will be neither requested nor reimbursed from another source.

Date/Location\*Signature\*

**Please note that unfortunately…:**

- …we can only accept **originals** (no copies/ scans); online tickets and reservations are accepted.

- …we cannot reimburse any business/first class flights or first class train tickets

- …we cannot reimburse any food or restaurant bills and personal expenses

**Please print, sign and return to** Camille Piton

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