

Reimbursement Invoice

Last Name, First Name:

E-Mail:

Please make sure to enter your **private address**:

Street:

Postal/Zip Code, City:

Country:

Please enter your bank details (the requester and account owner must be identical):

Bank Name:

Account number:

Bank Code (BLZ):

Swift (BIC)-Code:

IBAN-Code / Routing number:

Guest stay from

to

Travel Costs (please attach all original receipts)

Train:

Flight:

Public Transportation:

* Please include a *justification*

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.

Accommodation:

Other Costs:

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 – TUM Global & Alumni Office
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