

APPLICATION FOR REIMBURSEMENT OF TRAVEL EXPENSES

Please fill in the form in **block letters** and return it (with the **original receipts**) to the Zentralinstitut für Kunstgeschichte.

Date of lecture: _____

Surname, given name: _____

Address of the depositor: _____

☐

No travel expenses incurred.

☐

Waiving of the reimbursement of travel expenses

☐

Train

The maximum cost eligible for reimbursement refers to a train ticket (2nd class) with BahnCard
Please use special offers of the Deutsche Bahn whenever possible.

Expenses: _____

☐

Airplane

Additional costs for First and Business Class/ Premium Economy and Economy Flex are not refundable.
Please use special offers, if possible.

Expenses: _____

☐

Car

The maximum costs eligible for reimbursement equal the corresponding expenses by train (2nd class) using the BahnCard.

Generally, taxi rides cannot be refunded. Thank you for the use of public transportation and thank you for understanding.

Reimbursement of travel expenses to the following bank account:

Bank/Address of the bank branch: _____

IBAN/Acct. no.: _____ BIC/SWIFT: _____

ABA routing transit number: _____

Beneficiary: _____

_____, _____

(place)

(date)

(Signature)

To fill out by the Zentralinstitut für Kunstgeschichte

PAYMENT AUTHORISATION

The allowance in the amount of _____ EUR and the transportation expenses are to be transferred to the bank account above.

Munich, _____

Prof. Dr. Ulrich Pfisterer (director) / representative