





Application for reimbursement of travel expens

Name:	Bank details		
Adress:	Account owner: Bank: IBAN:		
E-Mail:			
		Date:	
Purpose of the trip:			
Destination:			
Start of the trip on at	am/pm in		
End of the trip on at	am/pm in		
Travel route:			
Receipts must be submitted for all costs as well as ap	proval of the trip (protocol or similar).		
I request reimbursement for the following t	ravel expenses:		
1. Train ticket (2. Class Super Sparpreis or similar)		Euro:	
2. Surcharges		Euro:	
3. Public transport ticket		Euro:	
4. Travel by private or rental carkm à 0,10 EUR p.p		Euro:	
5. Transportation costs	km à 0,60 EUR	Euro:	
6. Conference fees (max. 50 EUR)	day/days àEUR p.p. per day	Euro:	
7. Accommodation costs (max. 60 EUR)	night/nights àEUR p.p. per night	Euro:	
8. Other expenses		Euro:	
Total		Euro:	
I have taken note of the fact that I am only authorized above information with my signature.	to perform the tasks specified in § 72 (2) HSG SH at conferences	and confirm the	
Place and Date:	5		
NOT to be filled out by the applicant			
This application was approved/rejected/postponed at the meeting.			
Yes-votes: No-Votes:	Abstentions:		
Approved amount: EUR			
lustification documents to be submitted lat	er:		

Head of budget committee/ Financial referent of AStA/ Head of finance of student union President of the student parliament/ AStA-Board/ Head of student union