|  |
| --- |
| **TUM-GS Application for the Refund of Travel Expenses** |
| Mr./Ms.: |
| Based on:**[ ]** TUM-GS Application for Internationalization Support from:  |
| Receipt stamp | Transportation costs1. train/plane tickets
2. surcharge
3. reservation
4. miscellaneous
 | Travel distance compensation1. number of km
2. number of car passengers
 | Accommodation costs; additional costs (to be explained in section VI)  |
| **I. Arrival** |  |  |  |
| Start of outward journey | on | at o‘clock |  |  |  |
| At: [ ]  private address  | [ ] other:  |  |  |  |
| Transportation means:  |  |  |  |  |
| From:  | To: |  |  |  |
|  |
| **II. Stay at the location of the internationalization activity**  |  |  |  |
| Arrival at the location | on  | at o‘clock |  |  |  |
| Start of activity  | on  | at o‘clock |  |  | 56 |
| End of activity  | on  | at o‘clock |  |  |  |
| Transportaton costs for the entire duration of the activity at the activity location: | [ ]  private car | [ ]  |  |  |  |
|  |
| **III. Departure** |  |  |  |
| Start of return journey | on | at o‘clock  |  |  |  |
| From:  | To:  |  |  |  |
| Transportation means: |  |  |  |  |
| End of the journey | on  | at o‘clock  |  |  |  |
| At: [ ]  private address | [ ] other:  |  |  |  |
|  |
| **IV. Journey abroad/overseas** |
| Place, date and time of the border crossing or landing at the first airport of the target country |
| Outward journey:  |
| Return journey:  |
|  |
| **V. Allowance** |
| In connection to the journey I received:  |
| refund of travel expenses  | [ ]  no  | [ ]  yes, in the amount of  | for: |
| free accommodation  | [ ]  no  | [ ]  yes |
| free catering (incl. beverages) | breakfast\* | [ ]  no | [ ]  yes, on  |
|  | lunch | [ ]  no | [ ]  yes, on |
|  | dinner | [ ]  no | [ ]  yes, on |
| meal(s) on the airplane  | breakfast | [ ]  no | [ ]  yes, on |
| (incl. beverages) | lunch | [ ]  no | [ ]  yes, on |
|  | dinner | [ ]  no | [ ]  yes, on |
| included in the conference fee | accommodation | [ ]  no | [ ]  yes, on |
| (incl. beverages) | breakfast | [ ]  no | [ ]  yes, on |
|  | lunch | [ ]  no | [ ]  yes, on |
|  | dinner | [ ]  no | [ ]  yes, on |
| only for journeys abroad |  |  |  |
| canteen meals possible  |  | [ ]  no | [ ]  yes |
|  |  |  |  |
| free catering | breakfast | [ ]  no | [ ]  yes, on |
| in the canteen/cafeteria  | lunch | [ ]  no | [ ]  yes, on |
|  | dinner | [ ]  no | [ ]  yes, on |
| \*Breakfast is also counted as free of charge if included in the accommodation rate.  |
|  |
| **VI. Explanations of any kind:** |
|  |
|   |
|  |
|  |
|  |
|  |
| **I’ve already received a refund/advanced payment:** | [ ]  **no** | [ ]  **yes, in the amount of (Euro)** |
| I confirm the accuracy of all the information provided and ask for the payment to the bank account mentioned in the funding table (see attachement). |
| Place, date | Signature |

**Funding Table** (attachement to the TUM-GS Application for internationalization support)

|  |
| --- |
| Private address:  |
| Bank account holder:  | IBAN:  | BIC:  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Receipt No.** | **Date** | **Description** | **Costs** | **Currency** | **Exchange ratio** | **EUR** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |

 Total (EUR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **I herewith confirm that the costs have not been reimbursed elsewhere/by another party (e.g. the host institution, foundations etc.).**

[ ]   **I herewith confirm that my scholarship provider does not provide any funding for the applied internationalization activity and/or I have used all possible
 internationalization support from my scholarship provider prior to this application.**

[ ]  **Any financial means offered by my scholarship holder will not be reduced of the amount of the TUM-GS financial support I’m applying for.**

|  |  |
| --- | --- |
| Place, date  | Signature applicant:  |