

Means of transportation

(please tick the relevant boxes, multiple answers are possible)

Travelling to the meeting	<input type="checkbox"/> Train <input type="checkbox"/> public transportation <input type="checkbox"/> Own ca <input type="checkbox"/> Taxi <input type="checkbox"/> Airplane <input type="checkbox"/> Fellow passenger of _____
Returning from the meeting	<input type="checkbox"/> Train <input type="checkbox"/> public transportation <input type="checkbox"/> Own ca <input type="checkbox"/> Taxi <input type="checkbox"/> Airplane <input type="checkbox"/> Fellow passenger of _____

Justification for claiming car, taxi and/or airplane costs

(without justification, only costs for standard transportation will be refunded)

Request for reimbursement of the expenses mentioned below

Please enclose original receipts/documentation. In case of airplane online booking, we need the boarding card. Meals are not refundable.

<input type="checkbox"/> Train journey (receipts enclosed)	€
<input type="checkbox"/> Use of public transportation (receipts enclosed)	€
<input type="checkbox"/> Travelling in own car	€
<input type="checkbox"/> Taxi journey (receipts enclosed)	€
<input type="checkbox"/> Air journey (receipts enclosed)	€
<input type="checkbox"/> Other costs (please specify and enclose receipts)	€
Total amount requested	€

I confirm that I will not claim costs listed in this reimbursement request elsewhere.

Date: _____ Traveller's signature _____

(to be completed by the project coordinator)

Project coordinator: Winfried Meissner

Sachlich und rechenerisch richtig:

Kostenstelle	729050
Lfd-Nr.	

Drittmittelbuchhaltung:

BS	Konto Soll	BS	Konto Haben	Kostenstelle
40	782410	31		729050
Datum	Ausgestellt	Datum	Zahlungsanw	Belegnummer

Rules for reimbursement of costs that can be refunded to speakers and participants of scientific meetings

Car: 0.17 EUR per Kilometer

Train: Standard price for second-class train journeys (costs exceeding this amount need to be applied for prior to the meeting; their reimbursement is subject to prior approval)

Airplane: Economy Class (costs exceeding this amount need to be applied for prior to the meeting; their reimbursement is subject to prior approval)

Taxi: Reimbursement of taxi costs is possible if use of the taxi was necessary (e.g. for transportation of heavy materials necessary for the meeting). A written justification needs to be enclosed with the reimbursement request.

Hotel: Accommodation costs will be accepted as long as they do not exceed the maximum costs as listed in this index: https://www.thueringen.de/mam/th5/tfm/oed/ausl_tage_uebernachtungsgelder_2017.pdf (international) - (for example 70 EUR (excluding meals) for accommodation in Jena; 80 EUR in Berlin, 135 EUR in Paris)

In case accommodation costs exceed the refundable amount, a justification is needed. For example:

- Same hotel the meeting takes place in
- No cheaper accommodation available in the area due to a major event
- Last-minute attendance; no cheaper hotels available at such short notice
- Other reasons (please explain)

Costs exceeding the maximum amount need to be applied for prior to the meeting; their reimbursement is subject to prior approval.