

# Reimbursement Form

Name of Event:

Participant:

Home address:

Date of Birth:

German tax ID (if available):

## Bank account

IBAN:

BIC/SWIFT:

Name of Bank:

Registered Office:

I hereby request reimbursement from cost centre no. 402520 of the incurred expenses below (please enclose original receipts)

Transport expenses for the trip to Passau from: and return to:

with train/ airplane/ private car (km à €0.25) EURO

Accommodation costs: EURO

Other travel costs e.g. taxi, bus: (Taxi expenses can only be reimbursed upon presentation of valid reasons. Please enclose reason below) EURO

Speaker fee: EURO

## Amount to be reimbursed:

I confirm that the above information is correct and that the costs claimed will not be or have not been submitted to third parties for reimbursement.

.....  
Location, date

Participant's signature

To be completed by PICAIS only:

Substantively and arithmetically correct

Passau, the.....

PICAIS General Manager

*Note: for currency conversion we ask you to use the European Central Bank*

*[https://www.ecb.europa.eu/stats/policy\\_and\\_exchange\\_rates/euro\\_reference\\_exchange\\_rates/html/index.en.html](https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html)*

Please enclose reason for other travel cost, e.g. taxi, if applicable: