|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TUM-GS Application for the Refund of Travel Expenses** | | | | | | | | | | | | | |
| Mr./Ms.: | | | | | | | | | | | | | |
| Based on:  TUM-GS Application for Internationalization Support from: | | | | | | | | | | | | | |
| Receipt stamp | | | | | | | | | Transportation costs   1. train/plane tickets 2. surcharge 3. reservation 4. miscellaneous | | Travel distance  compensation   1. 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: |