FIAS Frankfurt Institute
for Advanced Studies

Receipted Expenses Form

☐ business trip   ☐ receipt reimbursement

Last name, first name	Internal booking number:

Beginning of the journey: ☐ from home ☐ from working place	End of the journey: ☐ home ☐ to working place
Full address:	Full address:

Destination:

Journey from (date + time):	Until (date + time):

Meals included Hotel costs, flight or conference fee (Example: 3x)	☐ Breakfast	☐ Lunch	☐ Dinner

Original receipt (please attach in chronological order)**:**

	kind of receipt	date	amount* (currency)*	Amount** Euro
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				

Used car: ☐ private   ☐ rental

10)	Number of kilometres	
Calculation for mileages:**		

*) Please provide amount and local currency
**) Grey fields will be filled in by FIAS administration

Advanced payment:	
Sum	

M. Muster
_____
signature of traveler

bank account information: are known to FIAS ☐

name of account holder :	name of bank:
IBAN:	BIC No. / SWIFT Code:

For bank transfers outside Europe, the full address of the bank branch is also needed:

reason for money transfer (Verwendungszweck):

☐ **cash payment**

I confirm that I did the here named trip, that the listed expenses really incurred to me and the given information is correct to the best of my knowledge.

_____ 15.10.20xx _____ M. Muster _____

                                                                            date / signature of traveler

_____   _____

date / signature department of travel expenses   date / signature administration of FIAS