



Travel Expenses Claim Form for Associate Lecturers

Summer term Winter term Year Organization

Title of class held:

Applicant/recipient:

Family name, First name

Street

City

Postal / Zip code

Country

Bank details:

IBAN

BIC

Name of the bank

Journey by train, 2nd class ticket (please submit original receipts/tickets) to and from Lüneburg

From

to

- Travel expenses by train, public transportation
(please submit original receipts/tickets) in Euro

- Other transportation costs (please submit
original receipts/tickets) in Euro

- Lodging expenses in Euro

- Subtotal I

Travel by car

From

to

Kilometers traveled (arrival and departure/per trip)

Km x €0.20 per trip = € x trips =

Lodging expenses in Euro

Subtotal II

Total I and II

Dates of individual trips

I hereby certify that the total of the above travel expenses are incurred for Leuphana and that each item is correctly given.

Place, Date Signature.....

To be filled out by Leuphana University of Lüneburg

Refundable: Train Car

Refundable amount True and accurate