

**Application for an advance payment for business trips**

*Please see the information on the form „Application for permission of business trips and other travel“!*

**Contact persons:**

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<b>Last, first name</b>	<b>Chair/department</b>	<b>Tel. number</b>
<b><u>Private address</u></b>		
<b>Street</b>	<b>Postcode</b>	<b>Place</b>
<b><u>Bank account</u></b>		
<b>Bank:</b>		
<b>IBAN:</b>		<b>BIC:</b>

I herewith apply for an advance payment for the following trip:

<b>Place of departure</b>	<b>Destination (city/country)</b>	<b>Place of return</b>
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Please add bills and receipts of applied costs!

<b>Incurred costs</b>	<b>Amount in EUR</b> (minimum amount 200,- €)
<b>Transportation costs:</b>	
<b>Plane</b>	
<b>Train</b>	
<b>Public transport</b>	
<b>Other:</b>	
<b>Accommodation</b>	
<b>Other costs (conference fee, etc.):</b>	

<b>Total amount</b>	
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I herewith agree to receive all notes of approval of an advance payment by email.

Email address: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requestor's sign