


TRAVEL EXPENSE REPORT
Humboldt-Universität zu Berlin

Family name, first name:

Private address
Street, No.
PLZ City

My address to return this form to (in block letters): 
Address of institute, room number
Institute

Accounting

concerning the authorization from (date) for a travel
from until to (destination)

Please transfer the money to

Account number/ IBAN
BLZ/ SWIFT-BIC
Name of bank
City

Account holder (if not coinciding with the traveller)

Family name, first name

Street, No.

PLZ, City

Advance payment

I received: no yes, amount:EUR

Travel tickets were bought by HU: yes no

Declaration on participation in bonus programmes of airlines

I participated in a bonus programme for frequent fliers with my flight
 yes no

I declare that I will use the resulting benefits only in
relation to my work.

I assure that all information given is true and that I had to cover all the
cost mentioned in the form "Description of itinerary"

.....
Date

.....
Signature