



To the
Administrative Office
Böckler-Mare-Balticum Foundation
Am Wingertsberg 1b
D-61348 Bad Homburg v.d. Höhe

Travel Expense Report

Please submit this along with your receipts!

Name:

Address:

Reason for the trip and date:.....

.....

Departure on / from: **to:**.....

Return trip on / to:

Travel tickets / Tickets*:

.....EUR

* Reimbursement applies only to 2nd-class or economy-class train travel. Use a Bahncard and/or discounted fares whenever possible. Please book flights well in advance. Reimbursement for taxi fares is limited.

Mileage allowance/0.30 euros*:EUR

* If mileage reimbursement is granted for distances traveled by car, it amounts to €0.30 per kilometer, limited to a maximum of 250.00 Euro for the entire trip.

Overnight stay(s):.....EUR

Total:.....EUR

We reserve the right to reimburse expenses stated in local currency (e.g., SEK, PLN) at the daily exchange rate.

I certify that I have actually incurred these travel expenses, that they will not be reimbursed by any other party, and (in the case of mileage by motor vehicle) that the mileage allowance will not be claimed more than once. The relevant receipts are attached.

Please transfer the amount to my account:

at:

IBAN:

.....
Place and date

.....
Signature