



**Application for down-payment for travel expenses**

**C O V E R**

**Buchungsstelle** (to be completed by SG Reisestelle)

	PSP-Element	Sachkonto	Betrag in €
Reisekosten			
Tagungs- und Teilnahmekosten			
Sonstige Kosten			
Abrechnungstermin			
Überweisungsbetrag			

Reisenummer: (trip number)			
Dienstreise nach:		Land:	
Reisedauer	von:	bis:	

Sachlich und rechnerisch richtig!

Datum: .....

Unterschrift SG Reisestelle: .....

**Recipient of the payment** (to be completed by guest)

<b>Surname</b>		<b>First Name:</b>	
<b>Home Address</b>	Street N <sup>o</sup> .	.....	
	ZipCode	City	.....
	Country	.....	
<b>Bank Account</b>	Account-Number (IBAN e.g)	.....	
	BIC/SWIFT-Code	.....	
	Name of the Bank / Branch	.....	
	Address of the Bank / Branch (if outside SEPA)	.....	
<b>Dep. of business</b> (Faculty/Institute etc.)			
<b>eMail-address</b> (to send the invoice)			

I assure the accuracy of my information.

**Place:** .....

**Date:** .....

**Signature:** .....



**I am applying for a down payment for my approved business trip**

from ..... until .....

to .....  
City Country

Application for approval of a business trip is enclosed \*)

The following expenses for the abovementioned business trip have already/will soon be incurred. (80% of the total expenses, min. € 200,00; Expenses already paid for, by Humboldt-University, should not be listed here):

Description	Explanation / Documentation, if any	Amount
<input type="checkbox"/> Accommodation allowance	.....	..... €
<input type="checkbox"/> Travel expenses Flight expenses	.....	..... €
<input type="checkbox"/> Conference fees	.....	..... €
<input type="checkbox"/> Other expenses	.....	..... €
<b>Total:</b>		..... €

**I will settle the travel expenses within 2 weeks after the end of the business trip, stating the trip number assigned upon approval.**

It is known that I must repay the down-payment if the application deadline under §3 para. 1 Federal Travel Expenses Act (BRKG) (6 month after the end of the business trip) has been exceeded, or the business trip hasn't commenced.

**Calculation**

Total: ..... €      80% of the total: ..... €

I hereby confirm that the details given above are correct.

Place: .....

Date: .....

Signature: .....

Phone:.....

\*) The approved business application must be attached to the e-mail as a digital attachment (pdf-file). Please do not combine the application forms.

This application must've been received by the Travel-Office no later than 3 weeks before the beginning of the business trip, so that we can transfer the down payment before the beginning of the business trip.