



**Application for down payment for travel expenses**

University institution:	
Surname, forename(s):	
Postal address:	
IBAN:	SWIFT-CODE (BIC):
Bank:	

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

from	until
to	
<input type="checkbox"/> 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-Universität should not be listed here):

Description	Explanation/documentation, if any	Amount
<input type="checkbox"/> accommodation allowance		€
<input type="checkbox"/> travel expenses		€
<input type="checkbox"/> flight expenses		€
<input type="checkbox"/> conference fees		€
<input type="checkbox"/> other expenses		€
<b>Total:</b>		<b>€</b>

**I will claim for reimbursement of travel expenses within 2 weeks following completion of the business trip.** I am aware that I will have to pay back the down payment if the claim deadline, pursuant to § 3 para. 1 Federal Travel Expenses Act (BRKG), is missed or the trip is not taken.

<b>Calculation</b>	<b>80% amount €</b>
80% of a total of € .....	

I hereby confirm that the details given above are correct.

\_\_\_\_\_  
(Date, applicant's signature)

- The written approval for the business trip must be submitted **in its original form**.
- This claim must have been received by the Travel Expenses Office **no later than two weeks before the beginning of the trip** so that we can transfer the down payment to you before you leave for your trip.