REIMBURSEMENT OF TRAVEL EXPENSES

Reason of travel:	
Full name:	
Function:	☐ Participant ☐ Speaker ☐ Prep-Team
Full address:	
E-Mail:	
Phone:	
Banking institution:	
IBAN – 22 digits:	
BIC – always needed:	
Travel route: from → to possible explanation:	
Fellow traveler: In case you used a ticket that allows more than one person to travel with.	

Arrival date: Return date:

Travel expenses	
General expenses (eg. Deutsche Bahn): If using carpooling fill in form "Carpooling" too.	
Local traffic expenses (tram/tuber/bus): Add and copy tickets/invoices!	
Climate adjustment payments:	
Subtotal:	
Donation to GRUENE JUGEND: You can actively support our work by donating part of your travel expenses!	
Total (Payout amount):	

Place Date Signature

Remarks:

The currently valid financial regulation forms the basis of this reimbursement application and can be viewed on our website.

Every ticket or invoice needs to be glued, copied or sticked on! All information in this form is used solely for the purpose of handling the application and will not be disclosed to an unconnected third party.

Buchungsvermerke:

Kostenstelle:	Kostenträger:	Geprüft:	Zur Zahlung freigegeben:

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