

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:
<i>Travel expenses</i>	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:
	<i>Subtotal:</i>
	Donation to GRUENE JUGEND: You can actively support our work by donating part of your travel expenses!
	<i>Total (Payout amount):</i>

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 stucked 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.
 9-Euro-Ticket: We can only reimburse travel costs incurred for engagement in an travel to and from events of GRÜNE JUGEND Bundesverband as long as these costs are not covered by other parties. By handing in a 9-euro-ticket for reimbursement you confirm that this ticket will only be reimbursed by us and the costs are not and will not be covered otherwise (e.g. travel cost reimbursement for other events, coverage of the cost as part of a semester ticket or similar).
 I herewith confirm by signature that the receipts for the reimbursements of my expenses have not been submitted to any other institution (e.g. tax office). With a double balancing I would commit a punishable offence.

Buchungsvermerke:

Kostenstelle:	Kostenträger:	Geprüft:	Zur Zahlung freigegeben:
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