



Ruprecht-Karls-Universität Heidelberg  
Institut für Theoretische Physik  
Guest and Speakers Reimbursement

<b>PERSONAL DETAILS</b>	
<b>Name, First Name</b>	
<b>Title(s)</b>	
<b>University/ Research Institute/Department</b>	
<b>Private Address</b>	
<b>Date of Birth</b>	
<b>Phone</b>	
<b>e-mail</b>	

<b>BANK DETAILS FOR REIMBURSEMENT</b>	
<b>Name of Bank</b>	
<b>Location of Bank</b>	
<b>Bank Sorting Code</b>	
<b>Account Number</b>	
<b>IBAN</b>	
<b>SWIFT/BIC</b>	

<b>PURPOSE OF TRAVEL</b>	
Kind of Event	
Invited by	

<b>TRAVEL DETAILS</b>	
date of arrival:	from (place/country):
stopover (to be explained)	
date of departure:	to (place/country):
covered distance in km (if privately owned vehicle has been used)	

<b>STATEMENT OF COSTS</b>	
<input type="checkbox"/> accommodation	€
<input type="checkbox"/> railway ticket	€
<input type="checkbox"/> plane ticket	€
<input type="checkbox"/> additional costs (to be explained)	
<b>Total</b>	<b>€</b>

<b>CONFIRMATION AND SIGNATURE</b>
I hereby confirm that all information provided is correct and complete, the costs indicated did occur.
<input type="checkbox"/> Please transfer the reimbursement to the account given..
<input type="checkbox"/> I have already received the reimbursement.
Date, Signature: