

Cost centre:

(to be inserted by the HFA administration office)

Reimbursement of travel expenses

The document must be submitted to the HFA administration office within 6 months after the end of the journey including original documents (also in case of handy tickets). A daily allowance is not reimbursed.

First name	Last name
Occasion	
Place of departure	Place of arrival
Departure date	Arrival date

Expenses *(please hand in original documents)*

	Euro
Train	
Local public transport	
Flight	
Passenger car (distance in km:) a 0,30 €	
Parking fees	
Taxi	
Other:	
In total	

Bank data

Name of the account holder	
Name of the bank	
IBAN	
SWIFT/BIC	

Place, Date, Signature

Guidelines

Each journey associated with activities of the HFA should be planned and executed as cost-efficient as possible. For journeys within Germany, train tickets are reimbursed, for **journeys longer than 200 km "1. Klasse" train tickets** are reimbursed. In general, only international flights can be reimbursed, please address the HFA administration office beforehand for details. When using a **private car**, the rate is **30 Ct per kilometer, parking rates** are reimbursed as well. **Cab rides** are reimbursable, but should be only used **in exceptional cases** and preferably together with other members of the HFA. Cab rides longer than 20 km have to first be ascertained by the HFA administration office. For the booking of hotels please address the HFA administration office.