



FAKULTÄT
FÜR INFORMATIK

Faculty of Informatics

Vienna University of Technology
Institute of Information systems

Costs Refunding Request

Applicant: name and address:		
Bank: name and address (branch):		Bank code (sort code, routing number, A.B.A. number) :
IBAN code:		Account number:
BIC/SWIFT code:		
E-Mail:		

Motivation of trip:	Host at TU:
Destination:	
Date from of trip:	

Travel receipts (description)	EURO	Other Value
Amount:		
Deducting allowance from other organizations:		
Total all: Euro		

Notes:

Date:
(dd/mm/yy)

.....
Applicant

BELEGNUMMER:																				
KOSTENSTELLE:																				
INNENAUFTRAG:																				
ERWERBSTEUER:	<input type="checkbox"/> JA <input type="checkbox"/> NEIN																			
SACHLICH RICHTIG:																				
Datum, Anweisungsberechtigte(r), Projektleiter(in)																				

Rules for reimbursement of travel costs:

Fill in all the blanks LEGIBLY!

- Generally is requested:
 - ORIGINAL receipts
 - economic booking
 - signed application
- Hotel must be paid by the guest (accommodation only)
- Flight: boarding passes, invoice or booking confirmation (ticket charge should be visible)
- Train: tickets and invoice
- tickets of public transport, only the use of public transport (if available) is refundable

NOT REFUNDABLE:

- Food
- Taxi
- Other services of hotel
- Expenses for an accompanying person, who is not invited

If you have further questions, please contact the institute.

Send filled in form + original, refundable receipts to:

Vienna University of Technology (alternatively TU Wien)
Inst. of Information Systems
c/o Juliane Auerböck
Favoritenstraße 9-11 / **E184**
A-1040 Vienna
Austria