HOW TO FILL IN A TRAVEL REIMBURSEMENT FORM

1. **EDITOR INITIALS**
   - Initials of the person who is filling out this form, i.e. you! 😊

2. **COST CENTER OR PROJECT NUMBER**
   - If you are not sure what to fill in here, please ask your A2P - or leave it blank.

3. **TRAVEL CODE | T_PlaceStartingdayMonthYear**
   - e.g. T_Berlin140822 for a trip to Berlin, starting on 14th of August 2022; if unsure, please check with your A2P if a Travel Code has already been generated.

4. **REASON FOR TRAVEL**
   - Please name the event you were attending (name of conference, workshop, summer school, etc.).
   - *attach* some kind of “proof of attendance”. This can be a print-out of the agenda on the website where your talk is announced, the original conference badge, an attendance certificate, a letter or e-mail of invitation, etc.

5. **FUNCTION**
   - Select in the drop-down menu either speaker, attendee, chairman or other.

6. **TALK / POSTER TITLE**
   - If you had a presentation, please write down the title of your talk or poster.

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**Reimbursement Form for Business Travel**

- **Surname:**
- **First name:**
- **Editor initials:**
- **Cost center or project number:**
- **Travel code:**

**Reason for travel:**
- **Function:** Speaker
- **Talk, poster title:**

**Places of travel (City, Country):**
- Starting place
- Home address
- Other (if applicable)

**Starting date (dd.mm.yyyy):**
- (hh:mm):

**Outward - Border crossing (dd.mm.yyyy):**
- (hh:mm):

**Inward - Border crossing (dd.mm.yyyy):**
- (hh:mm):

**Ending date (dd.mm.yyyy):**
- (hh:mm):

**Ending place:**
- Home address
- Other (if applicable)
## PLACE OF TRAVEL
Location of the event + country (e.g. Berlin, Germany)

## STARTING PLACE
From which place did your business travel start? Please select either home address, IST Campus or other in the drop-down menu.

## STARTING DATE + STARTING TIME
Write down the day and the hour when you left your home/ISTA Campus to start the business trip (this is really the moment when you close the door behind you).

## MEALS PROVIDED
Please indicate if the following meals were included in your workshop/conference/summer school etc.:
- Only lunch (write down which dates)
- Only dinner (same here)
- Both lunch and dinner (same here)

This part is important when you want to claim per diems (=daily allowance covering your costs for food).
REASON FOR TAKING PRIVATE CAR
According to our guidelines only costs for the most economical way of travel and for the use of public transport can be reimbursed.

There are only a very few exceptions where ISTA also reimburses the costs for taking a car. So please indicate your reason here. The allowance for mileage is 0.42 Cents / Km. For each fellow passenger additionally x 0.05 Cents.

If you claim mileage NO receipts for petrol or parking fees can be reimbursed!

PLACE OF DEPARTURE & PLACE OF ARRIVAL
For each part of the trip

DEPARTURE & ARRIVAL DATE AND TIME
For each part of the trip

ODOMETER
How many kilometers are on your display at your departure + at your arrival of each part of the trip?

+ attach a screenshot of your trip on google maps!

FELLOW PASSENGERS
Please indicate how many other people were in the car with you for the business trip; write down their names in field no.19
In this part of the form you can indicate all costs which have been paid by you during the trip.

Please mind that NO receipts for food (meals, drinks,...) can be handed in any more!

<table>
<thead>
<tr>
<th>Type of travel costs (if applicable)</th>
<th>Consecutive receipt number</th>
<th>Sum of type of costs</th>
<th>Currency (e.g. GDP EUR USD)</th>
<th>Already reimb. externally*</th>
<th>Paid by STA*</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight</td>
<td></td>
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<td></td>
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<tr>
<td>Accommodation</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Conference fees</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Please choose the type of costs in the drop-down menu which applies to the receipt you want to hand in. In this example there are three types shown, but there are also some more to be selected.

If you have more than one ticket for e.g. public transport you can also sum them up in one position/line.

Number the invoices, tickets, receipts, etc. you are handing in accordingly. If you have e.g. three tickets for public transport, please give them the same number when you are summing them up in one position.

Write down the total amount of all receipts included in one position/line and indicate what kind of currency the costs are.

Please note: if you paid with your credit card in e.g. USD, the sum will be deducted in EUR from your account by your local bank → therefore indicate the costs in EUR and not in the original currency.

Please enclose original receipts/invoices/boarding passes of flights* to the reimbursement form (payment slips of credit cards are not sufficient), number them; all tickets and receipts are required as originals - NO scans or photos please!

Glue or tape all receipts, tickets and boarding passes on a white sheet of A4-sized paper (tape only on the edges of the bill, otherwise the bill may become unreadable; please do not use staples as they might damage the scanner).

„Proof of payment“ for all payments carried out by credit card or bank transfer: please attach a payment slip of the respective booking (from your credit card statement, or bank account) in order to be able to verify that the purchase was really paid by you.

* If you did an online check-in and have the boarding passes only digitally, please forward them by e-mail or attach a print-out.
<table>
<thead>
<tr>
<th>Type of travel costs (if applicable)</th>
<th>Consecutive receipt or sum of type of costs</th>
<th>Currency (e.g., GBP, EUR, USD)</th>
<th>Already reimb. externally</th>
<th>Paid by ISTA</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td>2</td>
<td></td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>Conference fees</td>
<td>3</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**ALREADY REIMBURSED EXTERNALLY**

Only if applicable:
For completeness sake please indicate here all costs that have been already paid for you by some other institution or university other than ISTA.

**PAID BY ISTA**

For completeness sake please indicate here all costs that have been already paid for you by ISTA (for example by your A2P)

**COMMENTS**

Place for further explanation, clarification,......
COMMENTS
Please use the comment section to indicate any private days of the trip. Therefore, please specify the exact starting date and time and ending date and time of any non-business parts of the trip.

SIGNATURE
Print out the form and sign it yourself; then forward it together with all your documents to your A2P.

PER DIEMS
Per diems are daily allowances for meals. The amount depends on the country and if meals were provided or not.

It is the employee’s responsibility and in his/her interest to agree the payment of per diems with the group leader beforehand.

In this section you have the possibility to tick off if you want to get per diems or not.

If you want to claim them you can do so either for the whole time span of your business trip, or for just part(s) of it. This may occur when you are having some private days or vacation at the start or end of your trip, or in between. In this case please indicate the specific period with date and time.
SUMMARY OF THE DOCUMENTS TO INCLUDE:

✓ „Proof/Reason“ of attendance (see point 4)

✓ If you used your private car for the trip: attach a screenshot of google maps of your trip (see point 17)

✓ Attach all tickets, boarding passes and any other kind of receipts ONLY in original (no photos, copies or scans allowed, see point 21)

✓ Attach some kind of „proof of payment“ for all purchases by credit card or bank transfer (see point 22)

✓ Finally print out the reimbursement form itself, sign it and forward everything to your A2P

CONGRATULATIONS – YOU’VE MADE IT TO THE END!