Travel Reimbursement Form
(for scholarship holders)

UNIVERSITY OF MANNHEIM
GESS – Graduate School of Economic and Social Sciences

1. Personal data

Last name:	First name:

Chair/Institute (of advisor):

CDSB–Program: ☐ Accounting ☐ Finance ☐ IS ☐ Management ☐ Marketing ☐ OPM ☐ Taxation
CDSE–Program: ☐ Economics
CDSS–Program: ☐ Political Science ☐ Psychology ☐ Sociology

2. Occasion (please enclose copies of program, invitation/registration etc.)

☐ Research stay	☐ Conference presentation	☐ Workshop
Country:	City/University:	
Start:	End:	Duration of stay (days):
Research / Conference topic:		
Title of presentation (if applicable):		
Organizer:		
Permission from (please attach):		

3. Travel expenses

Foreign currency: …………………………   Exchange rate in EUR: …………………………

Cost type	Remarks	Amount (EUR)	Foreign currency
Travel expenses *	☐ Plane		
	☐ Train		
	☐ Car – km:		
Accommodation	Number of nights:		
Registration fee			
Total:			

4. Bank Account

Name and place/city of bank:
Account holder:
IBAN:
BIC:

I hereby affirm the correctness of the information stated above.

………………………………… ………………………………………

(City, Date)   (Signature)

Instructions:

- The form is to be filed within 6 weeks once you have completed your trip. It is a prerequisite for the disbursement of the approved financial support.
- Please convert amounts in a foreign currency into EUR. Please also indicate the amount in the foreign currency in the respective column.
- All expenses must be verified by original receipts.
- In case of hotel bills only the rate for the room and breakfast will be reimbursed, no additional expenses for the use of phone, internet etc.
- Taxi fares will not be reimbursed.
- Please attach explanations to specific points on a separate sheet of paper.