



Universität Regensburg

To
Universität Regensburg
Department III/31
93040 Regensburg

(First name, name of contract teacher)

(Faculty/ central unit)

Account for travel expenses incurred as part of fulfilling teaching contracts

| | Date of travel | <u>Train:</u> costs per journey (two way) ¹ in EUR | <u>Private car:</u> Distance per journey (two way) in km | Overnight stay costs ¹ in EUR |
|--|----------------|--|--|---|
| The travel started from (Date): _____ to Regensburg and back | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| Total | | _____ | _____ | _____ |

I confirm that the information is correct and would like to request payment to the account below.

(IBAN)

(BIC)

(Place, date)

(Signature)

¹ Please attach the receipts.