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**Travel reimbursement sheet for our keynote guest speakers**

<b>Guest's name &amp; institute:</b> (Stamps permitted)		
<b>Venue of talk:</b>	<input type="checkbox"/> Campus Essen <input type="checkbox"/> External BIOME meeting: .....	
<b>Guest's arrival:</b>	Date:	From (town/country):
<b>Guest's departure:</b>	Date:	From (town/country):
<b>Travel expenses:</b>	Breakdown of costs: <input type="checkbox"/> car: journey in km:..... Reimbursement rate: € 0.30/km: EUR..... <input type="checkbox"/> train*: total cost:..... <input type="checkbox"/> flight*: total cost:..... <input type="checkbox"/> taxi*: total cost:..... <input type="checkbox"/> other*: .....	<b>Total travel costs:</b>
<b>Accommodation:</b>	<input type="checkbox"/> none <input type="checkbox"/> hotel charged the University of Duisburg-Essen directly <input type="checkbox"/> please pay enclosed bill* <input type="checkbox"/> please reimburse me (proof of payment provided)*	
<b>* PLEASE NOTE: original bills, ticket stubs and receipts need to be submitted for reimbursement</b>		
<b>Banking details:</b>		
<b>International transfers:</b>		
Account holder:.....		
Name of bank:.....		
Address of bank:.....		
Swift code (BIC):.....		
IBAN:.....		
I hereby verify the authenticity of the information given above.	Date:	Signature: