



SCHOLARSHIPS

CLAIM FOR REIMBURSEMENT OF TRAVEL AND MATERIAL EXPENSES

Applicant:

First name:	Name:
Address:	E-mail:
	Telephone:

I wish to claim reimbursement of travel and material expenses incurred during a research journey.

Sum:	
IBAN:	BIC:
Name of the bank:	

- I affirm that I have incurred the expenses listed in Attachment 1 and that they are directly related to my researches.
- I affirm that no third party has covered or will cover the expenses listed. I further affirm that I have not submitted any other claims for the listed expenses and, provided that the reimbursement is granted, will not submit any further claims.

.....
Date

.....
Signature

Attachment:

- Detailed list of research expenses (page 2)
- Original invoices and proof of payment (e.g. bank statement, receipts)
- If applicable, additional proof (e.g. conference schedule, confirmation of participation)

Contact

Research and Graduate Services
nachwuchsfoerderung@uni-erfurt.de

Attachment 1 to the claim for reimbursement of travel and material expenses of:

First name:	Name:	Date:
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Detailed list of research expenses

Expenses (overview, justification)		Sum in EUR
1		
2		
3		
4		
5		
6		
7		
8		
		Sum:

Please provide original invoices, proof of payment and any other documentation that will substantiate your claim.