



## Travel expenses

Last name, first name: .....

Address: .....

.....

Bank: .....

IBAN: .....

SWIFT-Code (BIC): .....

Course date / Course name: .....

.....

### The following costs should be reimbursed:

Train: = .....

Car: = .....

Flight: = .....

Taxi: = .....

Hotel: = .....

Amount: = .....

**Please enclose your original receipts.**

Date / Signature of applicant: .....

Confirmation of the clinic: .....

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Following the German law (German Federal travel expense law (BRKG) and Saxon travel expense law (SächsRKG, § 3)), the travel expenses will be reimbursed by the competent authority (in this case: Carl Gustav Carus Management GmbH) on presentation of the relevant original receipts in written or electronic form within six months at the end of the business trip.