

Reimbursement of travel expenses for:

Last name:

First name:

Private address:
.....
.....

Bank name and address:
.....
.....

BIC/SWIFT code:

IBAN number:

Account number:

Date:

Signature:

Please fill out all 3 pages of reimbursement form and send it to:

Mareike Trauerstein
University of Bern
Institute of Geological Sciences
Baltzerstrasse 1+3
CH-3012 Bern

We also need the following information:

Reason for reimbursement:

Date of event:

Expenses claimed: Please list all expenses in the same currency (CHF or Euro):

.....
.....
.....
.....
.....
.....
.....

Total: _____

These expenses can be reimbursed:

- Train travel in 2nd class
- Flight travel in Economy class
- Car expenses: 0.60 CHF per km, but only up to the price of a train ticket 2nd class, as above. We need your place of departure and the amount of km you drove
- Accommodation including breakfast
- Meals: standard allowance for the main meal 24 CHF and the second meal 16 CHF (max 40 CHF per day)

Please do not forget to include the original receipts, bank statements, and credit card details, thank you!

If you have any questions please contact Mareike Trauerstein (trauerstein@geo.unibe.ch)

