

Do not submit-This translation is to be used as a guide for filling out the German original.
The University of Bayreuth is not liable for inaccuracies or mistakes in the English translation.
In case of doubt, the German originals are to be used in a court of law.

Advance payment request for business travel

Last name, first name

Phone:

Institute/ chair

I request an advance payment in the amount of
 as appropriate

For business travel to
from to [time frame]

Estimated travel costs: €

Estimated lodging costs: €

Estimated additional expenses (e.g. conference fees): €

Reimbursement is to be paid from chapter/ title/ account
(Kapitel, Titel, Kostenstelle)

A copy of the business travel approval is enclosed.

Please transfer the advance payment to the following account:

IBAN:

Bank:

BIC:

I am aware that I will be obligated to transfer the payment back if the deadline stated
in Article 3 para 5 of the Bavarian Travel Expenses Act (cut-off period of 6 months)
is exceeded or if the trip does not take place.

(date and place of signature)

(signature)