

Application for Reimbursement of Travel Expenses

Subject: Georg Arnhold International Summer Conference "Education, War & Peace: Understanding International Assistance and Intervention in Conflict-Affected Contexts", June 10-13, 2024 at the Leibniz Institute for Educational Media | Georg Eckert Institute in Braunschweig

Item	Cost in currency the item was paid in ¹	Costs in Euro ²
Total amount		

Reimbursement via bank transfer:

Please note!

- (1) The request for reimbursement of travel expenses **must be submitted no later than 6 months after the specified occasion**. Applications submitted after this time may not be reimbursed.
- (2) Please make sure that all banking information is complete and correct. Provide all information as they are known to your bank (full name, full address information of the bank). Make sure to provide an account where you can receive international transfers.
- (3) Indicate as the account holder whether you as a person are the beneficiary of the reimbursement or your company/institution, which may have paid your expenses in advance.
- (4) If a bank transfer is rejected because of incomplete or incorrect information, the fee charged by the bank will be deducted from the transfer of your reimbursement on the next attempt.

Please send the reimbursement to the following account:

Name and place of residence of the account holder
(as known to your bank):

Name and full address incl. country of the bank:

Account number:

Bank routing number (if available):

IBAN (if available):

BIC/SWIFT (for international transfers):

Reference text for transfer:

I confirm that the above-mentioned travel expenses actually incurred. **I am attaching the original travel documents** or will send them after the conclusion of my business travel in connection with the above-mentioned occasion. I confirm that I have not applied and will not apply for the reimbursement of these costs at another office.

Reimbursement in cash:

I herewith confirm the receipt of said amount.

Location, Date

Signature

¹ The conversion of the local currency into Euro is done by our administration.

² To be filled in by the administration.