

Reimbursement after the trip

▶ **Travel expense report**

except the fields highlighted in red and among „ICH BEANTRAGE >“ in the right half of the document

▶ **Attachment to travel expense report for EU projects**

(https://www.abinep.ovgu.de/abinep_media/Downloads/Travelling/After+the+trip/Attachment+to+travel+expense+report+%28EU+projects%29.xls)

▶ **Calculation of daily allowance for Germany **or** Calculation of daily allowance for foreign countries¹**

!!! Before printing: scale the document to one page

¹ Find the **rate of daily allowance per country here (DE only)**

(https://www.abinep.ovgu.de/abinep_media/Downloads/Travelling/After+the+trip/Per+diem+allowance_+accomodation+allowance+for+travels+abroad+%28DE+only%29.pdf)

In case you have receipts for food/ drinks/ meals to be considered for daily allowance...

▶ **Template to stick receipts for daily allowance - do NOT staple**

- Original invoice of hotel²

- Original train tickets³

- Original flight tickets³

- Additional cost, e.g. tickets for public transport^{2,3} please attach here...

► **Template to stick receipts of additional costs - do NOT staple**

- Original invoice of registration²

² Proofs of payment, e.g. bank statement or screenshot of money transfer

³ Make a statement, when digitally tickets were used and when tickets were not sealed



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