Reimbursement for EES travel and other expenses

Name:……..

E-mail:…….

Complete home address:…….

.....

Description/purpose:…….

MUNICH GRADUATE PROGRAM FOR EVOLUTION, ECOLOGY AND SYSTEMATICS

I would like the following amounts reimbursed:

Description	Currency Used	Amount
	TOTAL =	

Bank details:

Account owner:……...

Account number:…….

Bank name:…….

BLZ (German banks only)……..…...…….

If bank is outside of Germany, please also include:

Bank street address:……..

IBAN:…….

BIC/SWIFT:…….....

I declare that the expenses claimed above are not being reimbursed from any other sources.

Date: Signature:

- Please include **original receipts** as well as **proof of payment** for amounts paid with EC or credit card (i.e. Kontoauszug / bank statement)!
- Please tape all receipts (so that they do not overlap with each other) onto blank A4 paper.
- We recommend that you make photocopies for your personal records.
- Send documents to**:** **Alice Edler, EES Coordinator**
  LMU Biozentrum, Department Biologie II
  Großhaderner Str. 2
  82152 Planegg-Martinsried
  Germany