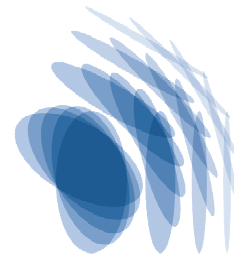


# Max-Planck-Institut für Struktur und Dynamik der Materie

Max Planck Institute for the Structure and Dynamics of Matter



## Invoicing procedure with confirmation of travel reimbursement and payment of fees to international agents

\_\_\_\_\_  
Last name, first name

\_\_\_\_\_  
Private address

\_\_\_\_\_  
Institute address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

### **REIMBURSEMENT FORM**

Purpose of journey: \_\_\_\_\_

Lecture or presentation, topic/ title: **see attachment**

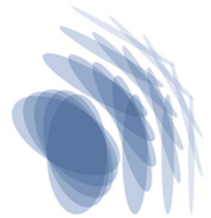
Stay at the institute from \_\_\_\_\_ until \_\_\_\_\_

### **Travel expenses:**

description	amount	currency

If necessary, use an additional sheet





I kindly ask to transfer the money to my bank account:

Name of the Bank: \_\_\_\_\_

BIC/ Swift: \_\_\_\_\_

IBAN: \_\_\_\_\_

**Declaration:**

***Please note that you are responsible for declaring this as income on your income tax declaration form.***

(Place, date) \_\_\_\_\_

\_\_\_\_\_ Signature

*To be filled by the Max Planck Institute:*

The costs will be paid from  the institute 's budget (cost center \_\_\_\_\_)

a project budget (project number \_\_\_\_\_)

Supervisor: \_\_\_\_\_

(signature of the director, a representative or the project leader)

As stipulated in § 13 of the German Value Added Tax Code, services rendered to the Max Society are subject to value added tax (VAT), which the Society has to pay.

**For internal/official use only:**

- Hotelrechnung wird direkt von der Gruppe bezahlt
- Hotelrechnung trägt Reisender und wird erstattet
- Übernachtungsgeld soll bezahlt werden
- Flugticket, Bahnticket, ÖPNV
- Taxi       Tagegeld       Honorar, wenn ja, Summe: .....

Sachlich richtig: .....

Datum, Name in Druckbuchstaben, Unterschrift

