

REQUEST FOR REFUND OF EXPENSES NOT COVERED BY A PROJECT GRANT - QoL Group

Note: Travel claimed as an executive expense should be claimed using the Travel Expense Form

Name:

Description of expense:

.....

Reason for expense:

.....

.....

Name & Home Address

of account holder

.....

Account No

IBAN Number

Swift/Bic Code

Bank name

Full Bank Address

.....

Signature: Date:

To be filled out the by the Treasurer:

Total amount approved Other amount approved: _____

Treasurer's signature: Forwarded to accounting on:

Please return the form together **with the original receipts** to:
Prof. Dr. Susanne Singer
Institute for Medical Biostatistics, Epidemiology and Informatics
Obere Zahlbacher Str. 69
55131 Mainz, Germany

phone: 0049 (0) 6131 17-5835, fax: 0049 (0) 6131 17-2968, email: singers@uni-mainz.de