

REQUEST FOR REFUND OF TRAVEL EXPENSES - QoL Group

Name: Transportation costs*:

For trip to:
.....

Purpose of trip: Hotel costs :

Inclusive dates: Other expenses:

QLG Grant Number**
if executive expense, tick here:
if liaison expense, tick here:

Total Expenses:

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

* Flight: only economy rate will be refunded, Train: first class will be refunded up to airfare economy rate,
Official EORTC rate for car travel: € 0.3456/km

** This number is available in the footer of your grant/collaborator contract or from the project's PI