

**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 the Treasurer's Assistant:

Kathy Taylor  
Institute for Medical Biostatistics, Epidemiology and Informatics  
Obere Zahlbacher Str. 69  
55131 Mainz, Germany  
email: kataylor@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