



To

DZHK Deutsches Zentrum für Herz-Kreislauf-Forschung e.V.  
Mareike Leistner  
Potsdamer Str. 58  
10785 Berlin  
Germany

## Claim for travel expenses

Please send the form together with the  
original documents!

Title  Last name  First name

Business phone

**For bank transfers to Non-European countries: Please ask your bank for the international wiring instructions and send them to us seperately! Don't fill in the bank details in this form!**

IBAN  (DE-22 digits; max. 34 digits)

BIC (SWIFT-Code)

### 1. Meeting

(Scientific Advisory Board, RCC, project group X, CSG, TRG, etc.)

### 2. Itinerary

Point of departure  Date  Time

Arrival in  Date  Time

Return trip from  Date  Time

Arrival in  Date  Time

Payment of daily allowance

Yes      If yes: →    meals received  
 No                       Breakfast       Lunch       Dinner

Start of official business:      Date                       Time

End of official business:      Date                       Time



**3. Travel costs** (original documents must be supplied)

Train					<input type="text"/>	€	
Flight*					<input type="text"/>	€	
Car	<input type="text"/>	km	X	0,20	=	<input type="text"/>	€

\*Flight costs can only be reimbursed when justified on page 3.

**4. Accommodation** (original documents must be supplied)

Hotel*	from	<input type="text"/>	until	<input type="text"/>	<input type="text"/>	€
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\*Hotel costs higher than € 84 can only be reimbursed when solid justification is provided on page 3.

**5. Additional expenses** (original documents must be supplied)

(public transport, taxi, rental car, costs for parking, other costs\*)

Factual accuracy confirmed      Arithmetical accuracy confirmed

\*Costs for taxis and rental cars as well as parking costs higher than € 5 per day can only be reimbursed when solid justification is provided on page 3. Furthermore, costs for rental cars need to be approved by the DZHK main office in advance.

**6. Congress/conference fees** (original documents must be supplied)

**7. Daily allowance**

**8. Reimbursement total**

€

€

€

€

**I hereby confirm the accuracy of the given information**

\_\_\_\_\_  
Date, signature of traveller

To be completed by DZHK:

**Factual accuracy confirmed**

**Arithmetical accuracy confirmed**

\_\_\_\_\_  
Place, date, signature

\_\_\_\_\_  
Place, date, signature



## Explanations/justifications

### Re. 3 / Flight costs:

**Justification:** If flight costs are more expensive than a train ticket but are still cheaper than € 400 (outward and return flight) resp. € 200 (one-way), reference to the time saved is accepted as justification of cost-effectiveness. Flight costs higher than € 400 resp. € 200 can only be reimbursed when:  
-there is no cheaper flight available more than two weeks before the meeting (resp. when the invitation of the DZHK was dated less than two weeks before the meeting and there was no cheaper flight available).  
-or the costs were approved by the DZHK in advance. See DZHK regulation on travel expenses No. 2.c.

### Re. 4 / Higher accommodation costs:

**Justification:** Accommodation costs in Germany can be reimbursed up to € 84 incl. breakfast and VAT. Higher costs can only be reimbursed when the DZHK has approved the costs prior to the start of the journey resp. has booked the rooms directly, or when rooms are booked from a contingency reserved by the DZHK, or if solid justification in the individual case is presented in the travel expense claim. See DZHK regulation on travel expenses No. 3.

### Re. 5 / Higher costs for taxi, rental car, parking:

**Justification taxi:** For journeys to meetings of the Board of Directors, SAB, TRG, CSG and RCC using the use of taxis is allowed in Berlin without any justification. For all other meetings: Taxi costs can only be reimbursed for solidfor valid reasons, see DZHK- regulation on travel expenses No. 2. d.

**Justification rental car:** Costs for the use of rental cars can only be reimbursed for valid reasons and when prior approval has been obtained from the DZHK main office, see DZHK regulation on travel expenses No. 2.e.

**Justification higher parking costs:** Costs for parking can be reimbursed up to € 5 per day. Reimbursement of higher costs is only possible in justified exceptional cases (e. g. cost-effectiveness compared with public transport).