

Please fill in digitally.

## Reimbursement of expenses for guests of the DKFZ

Finance and Accounting  
M220  
Im Neuenheimer Feld 280  
69120 Heidelberg

**Your contact:**  
Financial Accounting  
E-mail: [fibu@dkfz.de](mailto:fibu@dkfz.de)

The principles of cost-efficiency and frugality apply to all travels. The conditions overleaf apply. Any deviations from the standard must be requested in written form **in advance** and approved by the Finance Department.

To be filled out by the guest		
<b>Personal information</b>		
Name	First name	E-mail
Street	Zip code	City, country
Organization / Your company		
<b>Bank details</b>		
Payment recipient	IBAN/Routing number	BIC/SWIFT
Bank account number	Bank name	
<b>Calculation</b>		
<b>I Transportation Expenses</b>		<b>Amount in €</b>
Description (airplane, car, train ...)	In case of car (number of km x 0,30€)	
<b>II Accommodation Expenses</b>		
Description		
<b>III Miscellaneous</b>		
Description		
<b>IV = Sum I to III, Euro</b>		

To be filled out by the DKFZ contact person
Event, Occasion for the Reimbursement of Costs
Accounting object (KOOB, 10 digits)
E-mail DKFZ contact person