

Reimbursement of Travel Expenses

Information about the expenses that can be reimbursed for your travel to a job interview are to be found in your interview invitation. Please note that expenses, which were not discussed prior to the interview, will not be reimbursed. Your travel expenses will be reimbursed in accordance with our Travel Expense Guidelines in a noncash form to your bank account up to six weeks from the moment of the request receipt. Please provide your International Bank Account Number (IBAN) below. You can find this number on your bank account statement or an online banking site. In order to be able to calculate your expenses properly, we kindly ask you to ensure that all your entries are exact and complete. Please note that only the expenses proven with original bills and receipts can be reimbursed. Any expenses that exceed the amount of 250 € must be issued with the name of and addressed to the interviewing company, unless these are transportation tickets. All receipts must state the following information separately: the net amount, the VAT amount/percentage, as well as the total gross amount. Please fill out the form on your computer and send it signed along with original receipts to the address given in the interview invitation. To proceed with your reimbursement request, all fields in the form must be filled out. In case of any further questions, please contact the interview organizer.

Personal Data

Last Name

First name

Zip code, city

Country

Email address

Applicant's Number

Arrival

Departure (Date/Time)

From*

To

Return

Departure (Date/Time)

From

To*

Travel costs and expenses

| | |
|--------------------------------------|-------------|
| _____ | _____ |
| Kilometers driven with own car | driven km** |
| _____ | |
| Train ticket (2 nd class) | |
| _____ | |
| Public transportation | |
| _____ | |
| Hotel accommodation | |
| _____ | |
| Other | |

Responsible for the accuracy of the entries

Date / Signature of the traveler

Banking details

Name of the bank

Bank location

IBAN

BIC Code*

* to be filled out only if bank's location is not Germany

To be completed by Lufthansa

Application appointment with

Department

Cost Center

Contact person

Approved Expenses

Private car

Train ticket

Public transportation

Hotel accommodation

Other

Total amount in EUR

Determined travel expenses

Department

Signature of verifier

Authorization

Date / Signature authorized signatory

* A location other than the place of residence may only be entered if it has been agreed with the interview organizer prior to the interview.

** The number of kilometers driven should be specified.