**Reimbursement for**

* **expenses to employees for further education (with application)**
* **childcare contributions to employees (SNF-projects)**
* **expenses to external persons (without honoraria an without a fixed employment at UniLu)**

|  |  |  |  |
| --- | --- | --- | --- |
| Personnel no.: |       |  |  |
| Last name: |       | First name: |       |
| Address: |       | Zip Code/City: |             |
| Country: |       |  |  |

|  |  |
| --- | --- |
| Cost centre: |       |

For Unilu staff address and bank account information is not necessary. Disbursement will be settled via wage account.

|  |
| --- |
| **Bank details for external parties:** |
| IBAN: |       |
| In the name of: |       |
| (Payment to third party account holder not possible) |
| **Additional information for payments abroad:** | ABA-routing-number (USA): |       |
| Bank/branch name: |       | Bank location: |       |
| Account number: |       | BIC/SWIFT: |       |

|  |  |
| --- | --- |
| Currency: |       |

|  |
| --- |
| **Please indicate all expenses in original currency!** Use one form per currency, if you have more than 2 receipts |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Aim and purpose of the assignment / remarks** | **Meals** | **Travel expenses** | **Further expenses** | **FRW\*** |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
|  |  | Total 6112 | Total 6113 | Total 6111 |  |
|  |  | 0.00 | 0.00 | 0.00 |  |
| **Total FRW** |  |

\* will be filled by the FRW