**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