Disbursement of Expenses

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

|  |  |
| --- | --- |
| Cost center: |       |

For Unilu staff address and bank account information is not necessary.

Disbursement will be settled via wage account.

|  |
| --- |
| **Bank details for external employees:** |
| IBAN: |       |
| Account holder: |       |
| If third party: complete address |
| **Additional information for payment abroad:** | aba-routing-number (USA): |       |
| Name of bank/branch: |       | Place of Bank: |       |
| Account no.: |       | 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