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\*** |
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|  |  |  |  |  |  |
|  |  | Total 6112 | Total 6113 | Total 6111 |  |
|  |  | 0.00 | 0.00 | 0.00 |  |
| **Total FRW** | | | | |  |

\* will be filled by the FRW