



Cash Reimbursement for Travel Expenses

As we confirmed before, we will grant you support towards your travel expenses. To receive a cash reimbursement, please follow the following procedure:

- fill in the attached forms (Travel Expense Claim, Quittung/Receipt (two copies)), and

- hand them in to Ms. Sachinidis on **Tuesday 10:00-10:30am, or 12:45-1:30pm**. Please bring your original tickets, so that she can make a photocopy. Her office is located in Beringstr. 6, see the map.

- See Ms. Sachinidis on **Thursday 10:00-10:30am, or 12:45-1:30pm** to receive your reimbursement.

- After you return home, please send in your tickets to

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