

Request for reimbursement of travel expenses

Please send the application with all **original receipts** by post or to the e-mail address provided (only for digital receipts).



sender:

Linksjugend ['solid'] e. V.
Bereich Finanzen
Kleine Alexanderstr. 28
10178 Berlin

Bundesgeschäftsstelle

Bundesfinanzen:
Tom Berthold & Zoi Aslanides
Phone: 030 24009 132
Mail: bundesfinanzen
@linksjugend-solid.de

Beschluss	Kostenstelle
Rechnungsnr.	Sollkonto
70-	66630
	Habenkonto

Regarding: ☐ Linksjugend ['solid'] ☐ dielinke.sds

Surname, First Name

E-Mail

Telephone (optional)

Address

Event with date

Start and End

Costs

Amounts in EUR

own car	km	Passengers	
<div>■ Own car/km: €0.13+€0.02 per passenger; Route: osm.org ■ note names of the passengers ■ we do not bear any parking for private cars ■ Several journeys and receipts can be totalled ■ We are happy about donations from 2.00 euros, otherwise the Administrative cost is too great</div>		bus & train	+
		other	+
		Sum	=
		advance i.a.	-
		donation i.a.	-
		Payment amount	=

Notes:

- The request must always be submitted by the person who actually incurred the expenses. No applications can be submitted "for" other comrades.
- Use the back or accompanying letter for additional information
- Funds spent must be settled within six weeks. Thereafter, no reimbursement is possible without a BSPr decision.
- Include all original receipts, do not staple receipts. Originals in paper form must be sent by post or delivered in person.
- For printing costs, attach a sample copy or a photo of the printed material
- Any money spent will be refunded after prior consultation with the BGS on the basis of a resolution or in accordance with § 8 (2) of the Financial Regulations.
- further notes:
<https://ljs.de/Avp2>



Bank account details

Account holder (only if different)

IBAN

BIC

Date

Signature applicant

Berlin, den

sachlich geprüft

rechnerisch geprüft

Unterschriften BGS