

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 & Niklas Freese

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	
<ul style="list-style-type: none"> 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 		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