

Do not submit-This translation is to be used as a guide for filling out the German original.  
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In case of doubt, the German originals are to be used in a court of law.

Advance payment request for business travel

Last name, first name

Phone:

Institute/ chair

I request an advance payment  in the amount of  
 as appropriate

For business travel to  
from to [time frame]

Estimated travel costs: €

Estimated lodging costs: €

Estimated additional expenses (e.g. conference fees): €

Reimbursement is to be paid from chapter/ title/ account  
(Kapitel, Titel, Kostenstelle)

A copy of the business travel approval is enclosed.

Please transfer the advance payment to the following account:

IBAN:

Bank:

BIC:

I am aware that I will be obligated to transfer the payment back if the deadline stated in Article 3 para 5 of the Bavarian Travel Expenses Act (cut-off period of 6 months) is exceeded or if the trip does not take place.

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(date and place of signature)

(signature)