

**Reimbursement of travel expenses for:**

Last name: .....

First name: .....

Private address: .....

.....

.....

Bank name and address: .....

.....

.....

BIC/SWIFT code: .....

IBAN number: .....

Account number: .....

Date: .....

Signature: .....

**Please fill out all 3 pages of reimbursement form and send it to:**

Miriam Andres  
University of Bern  
Institute of Geological Sciences  
Baltzerstrasse 1+3  
CH-3012 Bern

**We also need the following information:**

Reason for reimbursement: .....

Date of event: .....

Expenses claimed: Please list all expenses in the same currency (CHF or Euro):

.....  
.....  
.....  
.....  
.....  
.....  
.....

Total: \_\_\_\_\_

**These expenses can be reimbursed:**

- Train travel in 2nd class
- Airtravel in Economy class
- Car expenses: 0.60 CHF per km, but only up to the price of a train ticket 2nd class, as above. We need your place of departure and the amount of km you drove
- Accommodation including breakfast
- Meals: standard allowance for the main meal 24 CHF, the second meal 16 CHF and CHF for breakfast if not included in Hotelstay. Max. daily allowance is 48 CHF per day.

**Please do not forget to include the original receipts, bank statements, and credit card details, thank you!**

If you have any questions please contact Miriam Andres ([miriam.andres@geo.unibe.ch](mailto:miriam.andres@geo.unibe.ch))

