



Delia Cosgrove
Coordination BIOME
Robert-Koch-Haus
Universitätsklinikum Essen
Hufelandstr. 55
45122 Essen
GERMANY

Chairman: Prof. Dr. Ulf Dittmer
Coordinator: Delia Cosgrove
Robert-Koch-Haus
Virchowstr. 179
Universitätsklinikum Essen
45147 Essen
Germany
Tel.: +49-(0)201-723 4257
Fax: +49-(0)201-723 5472
E-mail: biome@uni-due.de
Web: www.uni-due.de/biome

Travel reimbursement sheet for our keynote guest speakers

Guest's name & institute: (Stamps permitted)		
Venue of talk:	☐ Campus Essen ☐ External BIOME meeting:	
Guest's arrival:	Date: From (town/country):	
Guest's departure:	Date: To (town/country):	
Travel expenses:	Breakdown of costs: ☐ car: journey in km: ☐ train*: total cost: ☐ flight*: total cost: ☐ taxi*: total cost: ☐ other*:	Total travel costs:
Accommodation:	☐ none ☐ hotel charged the University of Duisburg-Essen directly ☐ please pay enclosed bill* ☐ please reimburse me (proof of payment provided)*	
* PLEASE NOTE: original bills, ticket stubs and receipts need to be submitted for reimbursement		
Banking details:		
International transfers:		
Account holder: Name of bank: Address of bank: Swift code (BIC): IBAN: Branch sort code: Account number:		
I hereby verify the authenticity of the information given above.	Date:	Signature: