

www.uni-siegen.de

Siegen, 11.02.2026

Travel cost reimbursement for external persons at the University of Siegen

Dear Sir or Madam,

In order to ensure that your travel costs are reimbursed correctly, we require the following information from you:

Personal details (mandatory)

- Gender (male, female, prefer not to say)
- Last name
- First name
- Workplace
- Full private address
- Date of birth
- Tax identification number (11-digits - *only for German residents with a German registered address*)

Bank details (mandatory)

- Name of bank
- Name of account holder
- IBAN
- SWIFT-Code/BIC

If your bank does not participate in the IBAN transaction system, we require the following information:

- Name of the bank
- Name of the account holder
- Account number
- SWIFT-Code/BIC
- Routing /ABA-No. (if your bank does not participate in the BIC transaction system)

If an intermediary bank is involved in your bank's payment transactions, the „incoming wire instructions“ are mandatory.

Travel expenses (if applicable)

- Accomodation costs (hotel)
- Kilometers driven in a private car (*only with explanation*)
- Rental car costs (*only with explanation*)
- Fuel (only for rental cars)
- Flight (*only with explanation*)
- Train / public transport
- Taxi (*only with explanation*)

Receipts

Please send all receipts together in a **single PDF file** by email to your respective contact person.

Thank you for your support.

If you have any questions, please contact your **contact person**.

Mit freundlichen Grüßen

Dezernat 1
Abteilung 1.2
Travel Expenses Team