

## Request for the reimbursement of travel expenses from the fund for material grants of the HYT Young Academy

**Applicant:**

Title:  Last name(s):  First name(s):

I hereby request the reimbursement of the travel expenses listed below. The corresponding receipts (e.g. flight/train tickets, hotel bills) as well as the approval of the trip are enclosed with this form. The payment will be made to the account specified to the HYT.

**Details for the trip:**

Destination:  Purpose of the trip:

Start:  End:

Trip approved on  by

**Details for the reimbursement:**

Advance payment received with the amount of  EUR

Costs for travel	Amount in EUR
Train	
Public transportation	
Plane	
Car (reimbursement: 0,30 EUR per km)	

Costs for accomodation	Amount in EUR

Further costs (e.g., conference fees)	Amount in EUR

**Sum in EUR:**

**Justifications / explanations:**

**Please note: In case of missing receipts, incomplete or ambiguous information, the amount cannot be reimbursed! The reimbursement of travel expenses is based on the principles of the currently valid version of the Landesreisekostengesetz (LRKG) NRW with regard to reimbursable costs and the maximum reimbursement amount, among other things. A daily allowance (Tagegeld) is not granted.**

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Date, signature applicant

**Filled out by the HYT:** The reimbursement is approved

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Date, signature HYT

Name in print: