

Please send to:  
Daimler und Benz Stiftung  
Dr.-Carl-Benz-Platz 2  
68251 Ladenburg

## Travel Expense Report

Please submit within 3 months.

Name

Firm\*

Tax-ID Number\*

Serial No.\*

Event:

Date

\* Only for business(wo)men

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In connection with this event, I have incurred the following expenses, which are not otherwise reimbursed:

Subject	Amount	Net*	Sales Tax*
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### Information for the travel expenses report:

- Travel by train: Only second-class tickets are reimbursed. For holders of a BahnCard 50, the actually incurred expenses are reimbursed; we regret that, for holders of a BahnCard 100, no travel expenses can be reimbursed.
- For flights, economy-class tickets are reimbursed.
- In the case of travel by your own automobile, please give the route, the number of kilometers and the license number driven. Kilometers traveled will be billed at the applicable mileage allowance in accordance with the Federal Travel Expenses Act.
- Please attach original tickets or airline tickets or digital receipts as PDF or scans, invoices cannot be accepted. The originals will be returned to business(wo)men on demand after processing.

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The reimbursement of these expenses should be transferred to the following account:

### Account Holder:

**Bank:** (including country  
and city by foreign accounts)

**IBAN:**

**SWIFT-Code (BIC):**

**Purpose of use:**

I hereby confirm that I made this trip in coordination with the Daimler and Benz Foundation and that the travel expenses will not be covered by third parties.

Place

Date

Signature