Reimbursement Form

German-Turkish Roundtable on International Affairs (GTRT) 2024

»Super Election Year 2024: Implications and Outlook for the International Order «

**31 October to 01 November 2024, Divan Ankara**

Yıldızevler, Jose Marti Cd. No:2, 06550 Ankara, Turkey

|  |  |
| --- | --- |
| *First Name, Name* |  |
| *Institution* |  |
| *Address* |  |
| *Mail* |  |
| *Bank Account Holder* |  |
| *Europe: IBAN & BIC* |  |
| *Non-European Accounts:Account Number & SWIFT* |  |

## Travel Expenses

|  |
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| *Flight/ Train\** |
| *Other\** |
| ***Total\*****\*Please note the costs in the currency you have paid.* |

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| *(Taxi costs can only be reimbursed in special cases, in particular if using public transportation does not guarantee arrival time or if the costs for a taxi are lower than for other transportation available. Taxi reimbursement must be substantiated and submitted via (air) mail by naming a reason together with the original travel vouchers (fully filled-in, incl. journey, date and amount, original receipt signed by the taxi driver).*  |

As a rule, reimbursement can only be distributed on presentation of appropriate original receipts

(e.g.: public transport tickets) in accordance with the German Travel Expenses Act (BRKG).

**Kindly note that any claim for travel expenses has to be submitted via (air) mail no later**

**than 15 December 2024.**

Please send the reimbursement form with all relevant original receipts (including boarding cards) to:

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| **For internal use:**Buchungstitel:  |
| OW-Nummer: |

***Stiftung Wissenschaft und Politik (SWP)***

*z.H. Frau Caroline Braun*

*Reisestelle/ travel department*

*Ludwigkirchplatz 3-4*

*10719 Berlin, Germany*

|  |  |
| --- | --- |
| *Date* | *Signature* |