

Business Travel / Expenses Planning

Name

Purpose

Destination

Dates

Host

Anticipated Expenses

Type (hotel, flight, etc.)	Details (from/to etc.)	Expenses to be reimbursed by ETH
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Remarks:

- Please indicate services to be provided by host, private extensions of stay, etc.
- When using a car or flying within Europe, please provide comparison of door-to-door travel times with train / bus / public transport (e.g. <https://ethz.routerank.com>).
- When flying, please provide estimate of emissions in terms of CO₂-equivalents (e.g. www.atmosfair.de).

Signatures

Applicant

Account Manager

Remarks concerning Reimbursement: (for brief messages; see / use second page for details)

Reimbursement Overview

You may use this form as assistance towards submitting the reimbursement request:

- Please attach all receipts, tickets, boarding passes.
- For paper submission: please use single-sided paper and do no staple. Thank you!

Reimbursement Items

No	Item	Currency	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Remarks: (where applicable)

- significant deviations from original planning
- details concerning private extensions of stay, items on receipts covered by self or host
- lunch / dinner: name(s) of the guest(s) and ETH employees
- grant / account to be used