# Business Travel / Expenses Planning

Name	
Purpose	
Destination	Dates
Host	
Anticipated Expenses	

	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 of 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 CO<sub>2</sub>-equivalents (e.g. www.atmosfair.de).

Signatures

#### Applicant

#### **Account Manager**

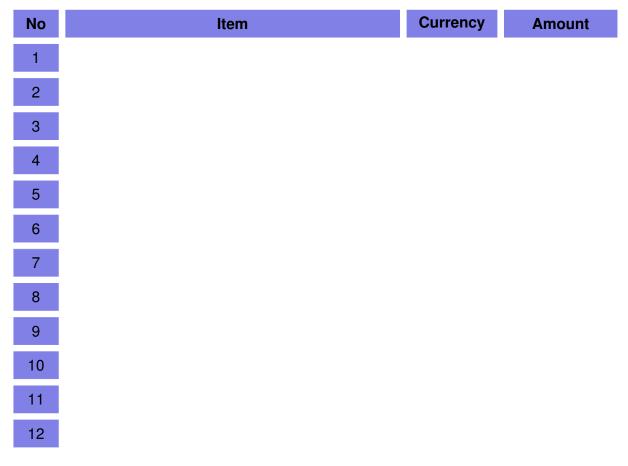
Remarks concerning Reimbursement: (for brief messages; see / use second page for details)

## **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



#### 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