

Reimbursement of Business Travel / Expenses

Name

Purpose

Destination

Dates

Host

Please use this form towards submitting the reimbursement request:

- Please attach all receipts, tickets, boarding passes.
- For paper submission: please use single-sided paper and do not staple. Thank you!

Reimbursement Items

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

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