



BEILSTEIN INSTITUT

Application for Travel Expenses

The Beilstein-Institut will cover reasonable expenses for invited guests as approved in advance and upon request after the event. The rules for the reimbursement of expenses are based on direct travel to and from the event and are set out in the Guidelines.

The Beilstein-Institut covers the costs for the most cost-effective form of travel: 2nd class trains, economy flights, public transport, taxi and private car.

Event:

Event Dates:

Anticipated travel dates* Arrival: Departure:

Applicant

Name: _____
Organization: _____
City, ZIP: _____
Country: _____
Email: _____

Arrival

I will depart on _____ from _____ and
travel directly
or with stopover* (overnight) in _____
using following means of transportation:

and arrive at the event venue on _____



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(Application form continued)

Departure

I will depart from the event venue on _____ and
 travel directly
 or with stopover* (overnight) in _____
 using following means of transportation (if different from arrival trip):

and arrive in _____ on _____

***Please note:** We can only reimburse travel costs that are directly connected with the event. If you extend your travel, either before or after the event, the reimbursement will be reduced proportionally. If your additional days of travel extend beyond the maximum (e.g., 3 additional days for a 3 day symposium), reimbursement will not be possible. In addition, if you do not travel directly, the reimbursement will be reduced accordingly. See the *Guidelines* regarding intercontinental travel and for further details.

If you change your arrival or departure dates from those on your application form, and do not inform us at least two weeks in advance of the symposium, any no-show charges that the hotel passes on will be deducted from your reimbursement.

Estimated travel costs: _____ **Currency:** _____

Only approved expenses can be reimbursed.
 Please contact the organizers if you need to discuss your travel plans.

I certify that I will not seek a claim from any other source for those expenses that will be reimbursed by the Beilstein-Institut.

Date: _____ Signature: _____

Please complete, sign and return this application form by the deadline of
 to the Beilstein-Institut.
 Fax.: +49 (0)69 7167 3219, Email: info@beilstein-institut.de