Reimbursement Form for Visitors FWF in trust (Treuhandgebarung)

To be completed by IST A	Cost center:		Project number:	PE1002S11407

Name:	Stepan Simsa	Job title:	Student
Email address:	simsa.st@gmail.com		
Affiliation and address:	Stepan Simsa, Osvobozeni 11, Litomerice, 412 01		
Contact person at IST Austria	Prof. Krishnendu Chatterjee		
Reason for visit:	Collaboration on a project from last year's internship		
Talk, poster title etc. (if applicable):	-		

Fees agreed:	☐ Yes	☒ No	Starting dat	8. 5. 2017	Returning date:	12. 5. 2017

Expenses (incl. VAT)

Please enclose original receipts.

Please choose your **Expenses**	**Paid by traveller**	**Paid by IST Austria** (non-refundable)	Please choose the right **Currencies**	**Exchange Rate**	**EUR**	**Comments**
Public transport internati	269.00	0.00	Others: as entered in c	26.662500	10.09	Bus from Jihlava to Vienna, paid in CZK
Public transport Austria:	8.80	0.00	EUR - Euro		8.80	Public transport in Vienna, 4 tickets
Public transport internati	380.00	0.00	Others: as entered in c	26.686600	14.24	Bus from Vienna to Prague, paid in CZK
			EUR - Euro			
			EUR - Euro			
			EUR - Euro			
			EUR - Euro			
			EUR - Euro			
			EUR - Euro			
			EUR - Euro			
			EUR - Euro			
			EUR - Euro			
			EUR - Euro			
			EUR - Euro			
			EUR - Euro			
			EUR - Euro			

Total cost of trip (EURO):	33.13	To be reimbursed (EURO):	33.13

Bank details

Account number:		**Bank Code:**	
Account holder:	Štěpán Šimsa		
IBAN (USA: Routing numb	CZ78 6210 6701 0022 1010 0068	**BIC-/SWIFT-Code:**	BREXCZPPXXX
It is indispensable to enter the exact IBAN (USA: Routing number) and BIC/SWIFT-Code.			
Bank name and address:	mBank S.A., organizační složka Sokolovská 668/136D, 186 00 Praha 8 IČ 27943445; DIČ CZ27943445		

Invoices addressed to or issued by IST Austria will not be reimbursed.

Please send this form with all original invoices to:
Institute of Science and Technology Austria Treuhandgebarung
Accounting
Am Campus 1
A-3400 Klosterneuburg

☐ **CC-Officer confirms that this reimbursement complies with all internal guidelines.** (Especially Guideline regarding Entertainment Expenses at IST Austria,
Guideline for reimbursement of travel cost and related expenses and Rules for Employees/Professors.)

Signature of Traveler **Signature of CC-Officer** **Date**