



To: Technische Universität Dresden Directorate Personnel Unit 2.4.1		(Incoming mail stamp)
Registration / Updating * of bank details for cash expenses		
Last Name, First Name		Date of Birth
Home Address: Street, Post Code, City		TU Personnel Number
Official Email Address for Confirmation		Official Telephone Number for Queries
<p>I hereby apply for the reimbursement of my cash expenses as of</p> <p>To be transferred at the next possible date</p> <p>To the following bank account:</p>		
IBAN		BIC
at (Name of Bank):		
Account Holder (if different from above)		
<p>I hereby confirm that the aforementioned bank details are to be used for all transfers from TU Dresden (except for payments via the Remunerations Office Dresden) from the specified validity date or after registration of my personal data in SAP. I shall immediately inform the Directorate Personnel of any changes.</p>		
Date and Signature of the Employee/Civil Servant		* tick the relevant option
Processing Notes Unit 2.4.1: 1. Bank details registered and shared in SAP 2. Email confirmation sent		
Date/Signature – Administrator (Stamp)		
3.--> Send to <input type="checkbox"/> Unit 2.1/ <input type="checkbox"/> Unit 2.2/ <input type="checkbox"/> Unit 2.3/ <input type="checkbox"/> Unit 2.4.2/ <input type="checkbox"/> Unit 2.4.3 for filing		