



**APPLICATION for the reimbursement of expenses for participation in a virtual event<sup>1</sup>**

I hereby apply for: \_\_\_\_\_  
(Acad. title, name, first name) (Personnel number TUD)

Address: \_\_\_\_\_  
(Street, postal code, place)

**1. Approval of the participation in the following virtual event**

Organiser/provider and name of the virtual event (Offer/programme enclosed!)	Date (on ...) / period (from ... to ...)	Expenses/ amount (gross)

Date: \_\_\_\_\_ Signature applicant: \_\_\_\_\_ (also electronic signature)

Financing:

Cost centre (Kostenstelle) \_\_\_\_\_

PSP element: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Approval:  yes /  no

(NOTE: for direct billing, TU Dresden's correct billing address is essential:  
TU Dresden, Zentraler Rechnungseingang, Kostenstelle / PSP- Element, 01062 Dresden)

Date: \_\_\_\_\_ Signature supervisor of the structural unit: \_\_\_\_\_ (also electronic signature)

**2. BILLING of expenses for a virtual event**

**Reimbursement of the amount disbursed by me as in the original receipts enclosed**  
(documents justifying payment, such as original receipts and invoices, a copy of account receipts/receipts/records of payment, or of bank statement or credit card statement)

amounting to \_\_\_\_\_ EUR

**Bank details**

In case of first-time reimbursement or changed account details, the initial notification / change notification of bank details for cash expenses form (Formular Erstmeldung / Veränderungsmeldung) must be submitted in advance!

IBAN: \_\_\_\_\_ BIC (only with foreign bank): \_\_\_\_\_

**Settlement of the invoice according to the original invoice enclosed**

**Rechnungsbegleitblatt is enclosed, duly completed and signed.**

Date: \_\_\_\_\_ Signature applicant: \_\_\_\_\_ (also electronic signature)

<sup>1</sup> Virtual event: e.g. paid webinar, online seminar, virtual substitute event for a paid seminar/conference/symposium (e.g. cancellation of a planned business trip due to the corona pandemic)