



Reimbursement Claims

# ¹	Description and comments	Date of expense (DD.MM.YYYY)	Sum [€] ²	For internal use ↓ Kostenstelle
1				
2				
3				
4				
5				
6				
7				
8				

¹Please enter only one expense per line, provide original receipt with your claim and tag the receipt with the appropriate line number. In case of more than 8 expenses, please use additional forms. For claiming travel expenses please consider the [Reisekostenordnung](#). The description of the expense should refer to the kind of expense, e.g. travel, service, materials, food or similar.

²Please convert using the exchange rate valid at the time of expense and record the original amount under "Description".

Subtotal	
Advance paid	
Total / Transfer	

Your project : _____

Your contact person : _____

Your real name : _____

Your e-mail or phone number : _____

Bank account owner : _____

IBAN : _____

BIC : _____

Name of bank : _____

I hereby declare that all goods and services listed on this form have been procured for the sole benefit of Wikimedia Deutschland e.V./ der Gemeinnützigen Wikimedia Fördergesellschaft mbH. I have surrendered all goods to the Verein for its exclusive use. Please transfer the full amount to my bank account.

(Date of claim and signature of person claiminig)