



# Reimbursement Claims

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

<sup>1</sup>Please 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.

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

Subtotal	
Advance paid	
<b>Total / Transfer</b>	

**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)