

From: Name:
Street address:
Zip code, city, country:
Email, phone:

To: FFII e.V. (Foundation for a Free Information Infrastructure)
Attn. Finance
Blutenburgstr. 17
D-80636 München
Germany

Expense Reimbursement Form

Dear FFII,

for the event:
location: date:
Please reimburse the following expenses:

Total amount (in numbers) followed by currency:
Total amount (in letters) followed by currency:

Please reimburse to:
Paypal, Moneybookers or Pecunix address at:
or to Bank Account No.: using the currency:
at Bank named:
Bank address:
National routing code: BIC/SWIFT:
IBAN:

With IBAN + BIC (also called SWIFT), € payments are faster for you and cheaper for FFII. If this is not possible, please fill out the other fields. If it is a Eurozone payment IBAN + BIC/SWIFT is sufficient (no other bank data needed), if it is a payment within Germany routing code (BLZ) + account number is sufficient. For paypal, moneybookers, pecunix payments the email is sufficient.

If the account is in the European Union but not using the € currency: You may transfer to it in € (using the European Central Bank's exchange rates) rather than in its local currency. (Yes/No):

For accounts in cy,cz,dk,ee,hu,it,lv,mt,pl,se,sk or uk currency this makes the payment faster for you and cheaper for us, the downside is that you bear the exchange rate risk. This is optional and defaults to 'No' (for your protection). Ignore if your account does not use the currency of one of the above-mentioned countries.

I have attached tickets, receipts etc. as far as feasible.

With kind regards,

Signature:
Location: Date:

In case of urgency, you are also welcome to send in the data via signed email in advance (and send the paperwork later). In that case or if there are questions contact us via konto@ffii.org or +49-174-7313590 or <http://eu.ffii.org/sections/kontakt/>.