

Reimbursement of Travel Expenses

Application Form A6

Personal Information (mandatory information)

Name

E-Mail

Bank Details

Account holder

IBAN

BIC

Bank

Travel Information

1. Journey

from

to

Means of travel (train, car (number), etc.)

People (number)

2. Journey

from

to

Means of travel (train, car (number), etc.)

People (number)

3. Journey

from

to

Means of travel (train, car (number), etc.)

People (number)

Reasons for the application

Data protection

The data and attachments are kept for 10 years, following the § 14 b UStG. The requested personal data are prescribed by contract. After the 10 years, the data will be deleted at 15.01 of a year. All personal data must be provided, otherwise this application will be considered invalid.

The student council is obliged to only use the personal data of the contracting party for the completion of the reimbursement of travel expenses and if necessary for settlements and accounting purposes. This is monitored by the Otto-von-Guericke University as a supervisory authority. Therefore complaints should be filed directly to the university.

The student council also provides information on the own personal data on request. There is also the right to correct the own personal data at any time

Magdeburg, the

Representative of the Students Council

Contracting Party (Applicant)*

* Applications must be signed when submitted to the Student Council.

(not to be completed by the contracting party):

Unterkontonummer

Buchungsnummer

in der Buchhaltung des Studierenderrates.