

Reimbursement Form for Visitors

To be completed by ISTA	Cost center:	Project number:	IE1035HQT
Name:	Job title:		
Email address:			
Affiliation and address:			
Contact person at ISTA	Georgios Katsaros (Host)		
Reason for visit:	Hybrid Quantum Technologies Workshop & Germanium Day 2023		
Talk, poster title etc. (if applicable):			
Fees agreed:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Starting date: Returning date:

Expenses (incl. VAT)						
Please enclose original receipts.						
Please choose your Expenses	Paid by traveller	Paid by ISTA (non-refundable)	Please choose the right Currencies	Exchange Rate	EUR	Comments
Train: ▼			EUR - Euro ▼			
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Total cost of trip (EURO):		To be reimbursed (EURO):	
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For exchange rate please use [Currency Converter - ECB Statistical Data Warehouse](https://www.ecb.int/press/pr/exchange-rates)

Bank details			
Account number:		Bank Code:	
Account holder:			
IBAN (USA: Routing number):	BIC-/SWIFT-Code:		
It is indispensable to enter the exact IBAN (USA: Routing number) and BIC/SWIFT-Code.			
Bank name and address:			

Invoices addressed to or issued by ISTA will not be reimbursed.

Please send this form with all original invoices to:
 Institute of Science and Technology Austria (ISTA)
 Accounting
 Am Campus 1
 A-3400 Klosterneuburg

CC-Officer (ISTA) confirms that this reimbursement complies with all internal guidelines. (Especially Guideline regarding Entertainment Expenses at ISTA Guideline for reimbursement of travel cost and related expenses and Rules for Employees/Professors.)

With my signature, I certify the accuracy in all aspects of this declaration and of the supporting documents, and that these costs are not reimbursed by another organization.

How to complete the IST Austria Reimbursement Form for Visitors

If your system does not support this MS Excel file format, please use the enclosed PDF file instead.

Please enter your **name, job title, email address, affiliation and address.**

Contact person at IST Austria: Enter the name of your host at IST Austria.

Reason for visit: e.g. Seminar talk (including title), Collaboration with Group XY (including topic).

Fees agreed: Tick "Yes" if you receive a honorarium for your visit at IST Austria.

Starting date/Returning date: Enter the start and end date of your visit.

Exchange Rate: Please use the following currency converter in case your expenses were not in Euro:

<https://sdw.ecb.europa.eu/curConverter.do?node=9693519>

- Select the original currency in the first drop-down field
- Select EURO in the second drop-down field
- Date: Please choose the invoice date
- Enter the foreign currency amount in the field "Convert" and press Enter to start the converting process
- Enter the calculated amounts in Euro in the reimbursement form. Amounts are rounded to two decimal places (0,1,2,3 or 4 is completed • 5,6,7,8 or 9 is rounded up)
- **Print** the page(s) of the online currency converter and enclose it to the reimbursement form. If original receipt fits on the printout, you can fix it on the printout. (eg. Small train tickets)

Example



Date	Original Amount	Converted Amount	Rate	
05-06-2019	100.00 USD	88.83 EUR	1 EUR = 1.1257 USD	See more

Comments: Please enter additional information explaining a particular expense or list other currencies if not included in the selection.

Please enter your **bank details**. For US bank accounts, please provide the **routing number** instead of the **IBAN**.

Signature of Traveler: Please sign the form and send it to IST Austria by post, enclosing the **original invoices, tickets and boarding passes** (mandatory), regardless if the flight was paid by IST Austria or by yourself.