

## Application for a proportional reimbursement of travel expenses

### Requirements and regulations for the reimbursement of travel expenses:

#### Social reasons:

If participants of the selection days of the Leuphana University of Lüneburg receive student financial aid (BAföG) or one parent receives unemployment benefit II or benefits according to the Asylum Seekers Benefits Act, up to 75% of the travel costs and a maximum of 120 euros (from 25 euros travel costs) can be reimbursed.

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#### Long journey:

If participants of the selection days have a long journey of more than 300 km (one way), up to 25% and a maximum of 100 euros of the travel costs can be reimbursed. The prerequisite for this is that their travel costs amount to more than 50 euros. All participants whose place of residence is at least 300 km away from Leuphana University of Lüneburg are eligible to apply.

Reimbursement can only be applied with this application against appropriate proof on the day of selection **or up to a maximum of two weeks thereafter** (the postmark is decisive). The principle of economy generally applies (e.g. 2nd class rail travel).

Reimbursement can be made for train and bus journeys, flights and carpooling (proof of e.g. printouts of the journey details and proof of payment via Blablacar). **Travel by private car is excluded from reimbursement.**

The completeness of all supporting documents is a prerequisite for the processing of your application. Please understand that your application cannot be considered if the supporting documents are incomplete.

The following must be submitted:

- ☐ fully completed application form with telephone number and e-mail address for queries (see overleaf) *and*
- ☐ all original receipts for travel expenses (train, bus and flight tickets - and carpooling receipts - all must include the respective price) *and*
- ☐ proof of place of residence, if applicable

In case of social reasons, the following must also be submitted:

- ☐ own (student) BAföG certificate for the time of the selection day *or*
- ☐ proof of receipt of ALG II from one parent at the time of the selection day *or*
- ☐ proof of receipt of benefits under the Asylum Seekers Benefits Act by one parent at the time of the selection day

## Application for a proportional reimbursement of travel expenses

I hereby apply for,

First and last name: .....

Street, house number: .....

Postal code, place of residence: .....

Mobile number: .....

E-Mail address: .....

a proportional reimbursement of travel expenses for the selection day at the Leuphana University of Lüneburg on \_\_. \_\_. 20\_\_ for the following reason:

☐ social reasons

☐ long journey  
(to prove your place of residence, please show  
your identity card at the info point).

**Place of residence confirmed**  
(to be filled in by the university!)

.....  
(Enter place of residence from identity card and  
confirm with stamp)

Travel expenses incurred: .....

**of which refundable:**

(to be filled in by the university!)

I have enclosed proof of the reason for reimbursement (see above) as well as the original ticket(s) or other evidence.

Please transfer the refund amount to the following account:

Name of the account holder .....

Credit institution: .....

IBAN: .....

BIC: .....

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature