

Payment Order | Travel and other expenses on the occasion of the interview on:

[Click here](#)

Last name:

[Click here](#)

First name:

[Click here](#)

Address:

[Click here](#)

Bank:

[Click here](#)

IBAN:

[Click here](#)

BIC:

[Click here](#)

Interview at department:

[Click here](#)

At company:

[Please select](#)

Start of trip (date):

[Click here](#)

End of trip (date):

[Click here](#)

Start of trip (time):

[Click here](#)

End of trip (time):

[Click here](#)

	Expenses	Reimbursement
Railway ticket	Click here	
Bus, suburban train, underground, tram etc.	Click here	
Flight ticket	Click here	
Taxi costs	Click here	
Private vehicle	<i>Number of km (at 0,30 EUR):</i> Click here	Click here
Hotel costs	<i>No. of nights:</i> Click here <i>Deduction from breakfast, if not apparent on the hotel bill: 5,60 EUR per night (mandatory)</i>	Click here
Other expenses	Click here	Click here
Total amount	Click here	

Reimbursement and deduction of input tax is only possible if you hand in the original receipts. Only exception is the return ticket: a hardcopy is sufficient. Please add in writing "Steuerfreie Erstattung durch Sanofi-Aventis Deutschland GmbH" on the ticket.

Signature applicant

Date: [Click here](#)

Please send the completed form and the supporting documents to the responsible recruiter.

HR Recruiter / RAWF-Receiver	Telephone	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost centre	Nominal account	
<input type="text"/>	75 780 100	
Approval and payment order	Name/Signature	Date
	<input type="text"/>	<input type="text"/>

If the expenses exceed the amount of 1,000€, a second signature is necessary:

(Signature directive – status: 01.12.2016)

Approval and payment order	Name/Signature	Date
	<input type="text"/>	<input type="text"/>