

REIMBURSEMENT FORM

- Reimbursement is only possible when the **e-ticket confirmations / original tickets / receipts / invoices** are enclosed with this form. Please make sure that the flight bills also include your name, departure, destination, and date of flights.

- Please hand this form **before 29th April 2019** to Kristin Sammann, Olympus Europa SE & Co. KG or scan and send it with all attachments to the following email address: info@get-up-gyn.eu

- Olympus will only reimburse travel costs up to a max. EUR 150
(Flight: Economy Class only, Train: 2nd class only, no costs for extension nights for personal reasons will be reimbursed, no invitation of accompanying persons, own car 30 cent per km; specific local healthcare compliance or legal restrictions may apply)

Please fill in your details CORRECTLY and LEGIBLE, otherwise this may cause delay.

Family Name, First Name
Address
Postal Code / City
Country
Bank Name
Bank City (location of the bank)
Bank Account Number
IBAN Code*
BIC / SWIFT Code*

*Please note that without IBAN and SWIFT Code Olympus cannot transfer the money.

The signee requires reimbursement of the following travel expenses:

Travel Expenses	Amount / Currency
<input type="checkbox"/> Airplane ticket
<input type="checkbox"/> Train
<input type="checkbox"/> Car, km
<input type="checkbox"/> Other:
TOTAL: _____	

Date: _____

Signature: _____