

**Reimbursement request form
for purchases made in Germany**

(not for [catering and representation expenses](#))

Central Purchasing is responsible for concluding all contracts for goods and services. This form **cannot** be used to request reimbursements for the following in particular:

- Purchases made outside Germany
- Licences
- Office furniture
- PCs, monitors and printers
- Books
- Chemicals / gases

In exceptional cases and with the prior approval of the purchasing unit, this form can be used to request reimbursements for purchases made in Germany. Please contact the purchasing team beforehand for approval.

Account to be debited:

Year	Chapter	Title	Subtitle	Account level 1	Type of expense	Payment amount (7 € minimum)
Zp (filled in by accounting)			Cost centre		Cost type	

Payment to:

Name:		First name:	
Street:		City:	
Phone:		E-mail:	
IBAN:			
BIC/SWIFT:			

1. Item / service purchased

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2. Justification / work purpose (attach separate page if necessary):

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3. Required documentation

1. Original invoice/receipt
2. Proof of payment (e.g. copy of bank statement)
3. For membership fees: separate justification

☐ I have read and followed the information for requesting reimbursements.

Signature below should come from an authorized person who is not the person requesting the reimbursement.

sachlich richtig / factually correct

Konstanz,

.....
Name in block letters

INFORMATION FOR REQUESTING REIMBURSEMENTS

Please note: Central Purchasing is responsible for concluding all contracts for goods and services. For direct purchases of max. 800 euros the form "[K-Schein](#)" can be used for small orders. This reimbursement request form can only be used in exceptional cases and with the prior approval of the purchasing unit for purchases made in Germany.

Important! Due to tax regulations, only purchases made in Germany can be reimbursed – this means the invoices must have been issued in Germany.

1. What is a reimbursement?

A reimbursement is when a person has made an advance payment on behalf of the university and is later paid back for this purchase. Please do not use the reimbursement request form for invoices the university receives and pays directly to the respective company

2. Reimbursement request form

To request a reimbursement, please use the corresponding form "reimbursement request form" (**not** a "request" form or letter).

3. Receipt / invoice / sales slip

Please submit the original receipt / invoice / sales slip, and use a separate reimbursement request form for each transaction.

4. Proof of payment

Please provide documentation of the payment or a copy of your bank statement showing that the invoice amount has been paid.

5. Confirming that invoices are "sachlich richtig" (factually correct)

An authorized person must sign to confirm that all invoices are "sachlich richtig" (factually correct). No one else may sign by proxy. By giving their confirmation before reimbursements can be made, a second person serves as a check in order to prevent or reduce misuse and manipulation by individual persons. For this reason, the person requesting the reimbursement cannot sign this part of the form.

6. Submitting the form to Finance and Controlling

All reimbursement request forms along with the required documentation can be submitted via in-house mail to "Finance and Controlling, box 214". A separate form must be used for each individual transaction. The original versions of all documentation are required.

You must request a reimbursement within six months of receiving the goods/services or the invoice for such items. Otherwise, your claim for reimbursement expires.