

Date

TNG Technology Consulting UK Ltd.
16c Worcester Place
Oxford, OX1 2JW
United Kingdom

Dear Recruiting Team,

Reimbursement of the outlaid travel expenses

please reimburse the following travel expenses with regard to:

Name of event: _____

Date: _____

Place: _____

	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Sum	_____

Please transfer the amount to my bank account:

Account Name: _____

Account Number: _____

Sort Code: _____

The expense vouchers are enclosed.

Thank you and kind regards,

A few notes concerning the reimbursement of travel expenses:

We are pleased to reimburse you the travel expenses for your trip to the TNG office. For this purpose, please send us the prepared form together with the scanned expense vouchers (Invoice for flight tickets and hotel, etc.) to invoice-uk@tngtech.com. Please merge all files to one pdf.

We can reimburse your train rides with 2nd class, local public transport and also flights with economy class. If you went by car, you can bill 45p per mile. In this case please indicate the point of departure and the mileage (in km), as e.g. calculated with Google Maps.

Additionally, we reimburse you one night in a hotel, if the arrival and departure on one day is not possible due to a great distance. Please send us also the original expense voucher of the hotel in this case.

Thank you very much,
TNG Technology Consulting GmbH