
TNG Technology Consulting GmbH
Recruiting
Beta-Str. 13
85774 Unterföhring

TNG Event: Reimbursement of travel expenses

Dear Recruiting-Team,

Please reimburse me for the following expenses for my trip to the following event:

_____ on _____:

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

Please transfer the amount to my bank account::

IBAN: _____

BIC: _____

The receipts are attached.

Yours sincerely and thank you very much,

Information regarding the reimbursement of travel expenses

We hope you have had an interesting and varied event with us and were able to learn a lot about TNG, our employees and our projects.

We will gladly reimburse your travel expenses to the event location up the agreed amount (gross). Please return this form completed together with a scanned version of the receipts (train tickets, invoices for airline tickets and hotel, etc.) via e-mail to expenses@tngtech.com. Please combine all files **in a single PDF**.

We can reimburse you for 2nd class rail travel, local public transport and also flights in economy class. If you traveled by car, you can claim 30 cents/km. Please specify the place of departure and the number of kilometers, as calculated e.g. by Google Maps.

Thank you very much,

Your TNG Recruiting Team