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\_\_\_\_\_  
Date

TNG Technology Consulting GmbH  
Magyarországi Fióktelep  
Király utca 26.  
1061 Budapest  
Hungary

**Reimbursement of the outlaid travel expenses**

Dear TNG-Team,

please reimburse the following travel expenses with regard to:

Name of event: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

	Amount in foreign currencies	Amount (in EUR)
_____		
_____		
_____		
_____		
	<b>Sum</b>	

Please transfer the amount to my bank account:

ABA/Routing Number: \_\_\_\_\_

SWIFT Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

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 (train/bus tickets, receipt of flight tickets and hotel, etc.) to [office-hu@tngtech.com](mailto:office-hu@tngtech.com). Please merge all files to one pdf.

We can reimburse you train rides with 2<sup>nd</sup> class, local public transport and also flights with economy class. If you were travelling by car, we'll send you the relevant form upon request.

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