
TNG Technology Consulting GmbH
Recruiting
Beta-Str. 13

85774 Unterföhring

Reimbursement of the outlaid travel expenses

Dear Recruiting Team,

please reimburse the following outlays for my job interview with TNG on _____:

	Amount
Sum	

Please transfer the amount to my bank account:

IBAN: _____

BIC: _____

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 way to the job interview at the TNG office in Unterfoehring. 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 invoice@tngtech.com. Please merge all files to one pdf.

We can reimburse you train rides with 2nd class, local public transport and also flights with economy class. If you went by car, you can bill 30 cent/km. 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 a 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.

Please don't forget the date and your signature!

Thank you very much,

TNG Technology Consulting GmbH