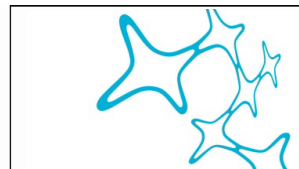




LUDWIG-  
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UNIVERSITÄT  
MÜNCHEN

LMUexcellent  
Graduate School of Systemic Neurosciences



## ANTRAG AUF ERSTATTUNG VON PRIVATAUSLAGEN

APPLICATION FOR REIMBURSEMENT OF PRIVATE EXPENSES

<b>Antragsteller / Kontoinhaber</b> <i>Applicant / Bank Account Holder</i>	Name, Vorname: <i>(Name, first name)</i> _____
	Private Adresse: <i>(Home address)</i> _____
<b>Bankverbindung des Antragstellers</b> <i>Bank details of applicant</i>	IBAN: _____
	SWIFT / BIC: _____
	Kreditinstitut: <i>(Bank name)</i> _____
<b>Betrag der Privatauslagen</b> <i>Amount of private expenses</i>	Betrag in EUR: <i>(Amount)</i> _____
<b>Nachweis der Auslagen</b> <i>Proof for expenses</i>	Zutreffendes bitte ankreuzen: <i>Please cross, what is applicable</i>  <input type="checkbox"/> Originalrechnung in € ist beigelegt <i>Original invoice in € is enclosed</i>  <input type="checkbox"/> Originalrechnung in anderer Währung <b>und</b> Buchungsbeleg der Bank sind beigelegt <i>Original invoice in other currency <b>and</b> bank record are enclosed</i>  <input type="checkbox"/> Elektronische Rechnung <b>und</b> Buchungsbeleg der Bank sind beigelegt <i>Electronic invoice <b>and</b> bank record are enclosed</i>
<b>Art/Anlass der Auslagen</b> (z.B. Materialien, Porto, MVV Kosten u.s.w.) <i>Object of expenses (materials, postage, MVV fare, etc.)</i>	_____
<p>Ich bestätige den Kauf der zur Erstattung genannten Artikel/Dienstleistungen und den Einmaligen Antrag auf deren Erstattung und nur gegenüber dieser Institution.          Mit meiner Unterschrift unten bestätige ich auch die Richtigkeit der oben gemachten Angaben sowie mein Einverständnis zu den rückseitig abgedruckten GSN<sup>LMU</sup> Datenschutzrichtlinien als Notwendigkeit zur weiteren Bearbeitung dieses Antrages.  <i>I confirm purchase of the items /services and request reimbursement for these expenses only once and only from this institution.          With my signature below, I also confirm the correctness of the above given data and acceptance of the GSN<sup>LMU</sup> data privacy statement (printed on the back) as required to process this request.</i></p>	
_____ Datum, Unterschrift des Antragstellers ( <i>Date, signature of the applicant</i> )	

### For official use only (to be filled out by GSN administration)

Erstattung der Privatauslagen wird genehmigt und soll aus folgenden Mitteln erfolgen. <i>I approve the reimbursement of the private expenses, which shall be paid from the following account.</i>  Sachlich und rechnerisch richtig  _____ Datum, Unterschrift ( <i>Date, signature</i> )	Projekt / AO (GSN): Kostenart / Lehre:
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## **Privacy policy for the processing of personal data according to §13 GDPR as part of your reimbursement of travel expenses or private expenses**

In the following we inform you according to §13 General Data Protection Regulation (GDPR) on the collection of personal data in the context of the reimbursement of Travel expenses and private expenses at the GSN<sup>LMU</sup>/MCN<sup>LMU</sup> Office of the Ludwig Maximilian University [LMU] Munich.

The following data will be provided by the GSN<sup>LMU</sup>/MCN<sup>LMU</sup> Office regarding the reimbursement of travel and private expenses processed and stored:

### **1. Personal data**

- Applicant and account holder (name, first name)
- Bank details of the applicant (bank, IBAN, BIC)
- Amount of private expenses (in EUR)
- Proof of expenses (original invoice, electronic invoice)
- Type / occasion of expenses (materials, travel expenses, etc.)
- Confirmation by the applicant (correctness of the given data)

### **2. Responsible body for processing the personal data**

Your personal data is collected and processed by the GSN<sup>LMU</sup>/MCN<sup>LMU</sup> Office of the Biozentrum LMU Munich, Großhaderner Str. 2-4, D-82152 Planegg-Martinsried.

### **3. Information/contact of the data security administrator of the LMU**

Geschwister-Scholl-Platz 1  
80539 München  
Telefon: 089 2180 2414  
Telefax: 089 2180 2985  
E-Mail: datenschutz@lmu.de

### **4. Legal basis of processing**

Your data will be processed based on §6 (1) (a) GDPR.

### **5. Electronic data processing**

As far as your personal data is electronically processed and stored, the technical operation of our data processing systems is carried out by the state computer centers.

### **6. Duration of storage of personal data**

Your data will be stored at the LMU after processing, for as long as required by the legal retention periods for the respective task. The respective retention periods are based on §71 of the Bavarian Financial Regulation as well as on the usage policy of the respective third-party-givers.

### **7. Data subject rights**

- If your personal data are processed, you have the right to obtain information about that personal data stored (§15 DSGVO).
- If incorrect personal data are processed, you are entitled to correction (§16 GDPR). Are the legal prerequisites, so you can delete or restrict the request processing and objection to processing (§17, 18 and 21 GDPR).
- If you have consented to the data processing or a contract for data processing and data processing using automated procedures, you may be entitled to data portability to (§20 GDPR).
- Furthermore, there is a right of appeal to the Bavarian State Commissioner for Data Protection.

#### **• Information/contact:**

The Bavarian State Commissioner for Data Protection (BayLfD)  
Wagmüllerstraße 18, D-80538 Munich  
Postal address: 22 12 19, D-80502 Munich  
Tel: 089 212672-0  
Fax: 089 212672-50  
E-mail: poststelle@datenschutz-bayern.de  
Internet: www.datenschutz-bayern.de

If you make use of your rights mentioned above, the LMU will check whether the legal requirements have been met.

### **8. Requirement to provide the data**

The LMU needs your data to complete your claim for reimbursement of travel expenses or private expenses.

If you do not provide the required data

- your application can not be processed,
- travel expenses or private expenses cannot be refunded to you.