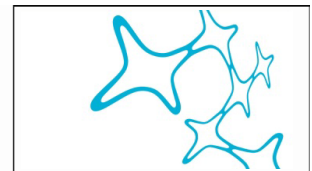




LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

LMUexcellent  
Graduate School of Systemic Neurosciences



## APPLICATION FOR REIMBURSEMENT OF GUEST TRAVEL EXPENSES

Are you an employee of the State of Bavaria?		<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Name, first name: _____		E-Mail: _____	
Institute: _____			
Home address: _____			
Travel dates:	from _____	till _____	
Travel expenses due to: _____			
Name of host: _____			
IBAN / Account # _____			
Name of Bank _____		Branch / City _____	
Other account holder than me _____		SWIFT/BIC _____	
Additional information for international payments (intermediate bank / branch) _____			
Please note the following:			
<p>I. The reimbursement of travel costs may not exceed the costs of economy class tickets on regular flights or 2<sup>nd</sup> class with other forms of transportation.</p> <p>II. Taxi fares can only be reimbursed in exceptional cases (illness, people who have limited physical mobility or time limits for a defense). A written explanation has to be given to the reimbursement claim.</p> <p>III. Please note that your expenses will only be refunded if the documents have been received by GSN<sup>LMU</sup> within six months after the start of the journey.</p>			
As attachments you receive the original invoices / tickets / receipts / proof of purchase. If payments were not made in cash or the attached documents are printed by myself, I confirm that I am requesting reimbursement of the costs only once and only from this institution. I also confirm the correctness of the above given data.			
With my signature below, I confirm acceptance of the LMU data privacy statement (printed on the back) as required to process this request.			
<b>In case of honorary payment, my tax ID No. is</b> _____			
I hereby state my personal responsibility for declaring the sums received on my tax or social contribution forms.			
Date _____		Signature _____	
Missing documents / receipts can be sent to: Graduate School of Systemic Neurosciences, LMU Biozentrum, GroßhadernerStr.2, D-82152 Martinsried			

For official use only (to be filled out by GSN administration)	Currency used	Total	Total in €
<input type="checkbox"/> Flight / <input type="checkbox"/> Train / <input type="checkbox"/> Auto / <input type="checkbox"/> .....			
<input type="checkbox"/> Maximum allowed accommodation expenses			
<input type="checkbox"/> Accommodation expenses			
Honorarium			
<b>Proposed reimbursement signed with date by host:</b>			

## **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.