

Travel expense accounting

(only Anchor Chairpersons who will give their activity for the virtual Annual Meeting 2020 in Basel)

Please return to the following invoice recipient until January 4, 2021:

DGHO Service GmbH
Alexanderplatz 1, Berlinhaus
10178 Berlin, Germany

invoice number _____ tax ID/ VAT ID _____

name _____

home address _____
if necessary registered
institute/clinic _____

phone / fax _____ e-mail _____

I charge the following travel costs – regarding to the regulations for travel expenses of the organiser – incurred by the activity of the anchor Chair at the **virtual Annual Meeting of the German, Austrian and Swiss Associations for Hematology and Medical Oncology, October 9 – 11, 2020:**

Costs will only be covered on presentation of the original invoices/ receipts.
In the case of booked flights the original boarding card has to be presented.

This column will be
filled in by DGHO
Service GmbH.
Please leave it empty!

accommodation expenses, single room max 3 nights EUR _____

car _____ km (at 0,30 EUR) EUR _____

ticket (public transport) EUR _____

flight ticket EUR _____

taxi EUR _____

others (please explain and enclose receipts)
Please note: costs for hotel bar, double room f.ex. won't be recognized EUR _____

Total travel costs net EUR _____

plus VAT EUR _____

Total travel costs gross EUR _____

Please tick if necessary: I provided services as a small business owner.

If I didn't tick please assume that I am justified for pre-tax deduction. If my account does not meet the requirements please handle my travel expense accounting gross for net.

Kindly refund the amount to:

Account holder _____ bank _____

IBAN _____ BIC _____

Closing date: 4 January 2021 (limitation period). After this date no travel expenses can be reimbursed. The travel expense accounting can only be made after the event's completion and by presenting original invoices/ receipts. DGHO Service GmbH, VAT ID: DE815086414, acts on its own behalf and on its own account.

Please note: If you are approved by tax authority as a small business owner and don't have to pay turnover tax to the tax office, please enter gross amounts. Please do not show turnover taxes separately, just sum up the single amounts. If you are committed to transfer turnover tax as an entrepreneur, please enter net amounts, charge a sub-total, add turnover tax and total both amounts. Please do not forget to indicate your tax ID and invoice number.

date _____ **signature** _____

KT:	Datum:
BT:	gez.:

Regulations for travel expense accountings

1. Compensation for travel expenses for chairmen and chairwomen as an anchor

Travel expenses will be reimbursed to **invited chairmen** only by presenting original invoices/ receipts. Accommodation costs will only be covered for **max. 3 overnight stays**. Please consider the regulations for travel expense accountings and keep in mind that there is no advance payment for travelling expenses possible.

2. General information regarding travel expenses accounting

Please note that a bill showing the following invoice recipient is needed:

DGHO Service GmbH
Alexanderplatz 1
10178 Berlin, Germany

3. Billing documents/ receipts:

For flight bookings the original boarding cards must be presented in addition to the invoice. In case of internet booking please add a copy of the order confirmation, particularly if the airline does not dispense tickets.

For journeys by train please enclose the rail ticket, possibly tickets for sleeping coach or surcharge tickets.

Furthermore, please enclose evidence of accommodation, taxi ride, public transport etc.

4. Reimbursement

The costs of max. 3 nights in a single room in the mid-price ranged **hotel** are covered.

Air fare for the lowest flight class as well as parking tickets will be reimbursed.

Only travelling costs for a second-class **rail ticket** will be reimbursed. Necessary extras (such as seat reservation, surcharges) can be invoiced. Costs for a BahnCard (Germany's rail network card) cannot be reimbursed partially.

Costs for using a **private car** will be reimbursed at EUR 0,30 per kilometer travelled. Please consider that extra costs such as fuel cannot be invoiced. The mileage allowance covers all such costs incurred.

The public transport ticket "BaselCard" is included in the hotel confirmation of all hotels in Basel. Therefore, no additional tickets to public transport in Basel will be refunded (exception from/to the airport).

taxi/rental car

Taxi costs will only be reimbursed upon a good reason. This can be like: no timely public transport, weighty or non-private luggage, journeys between 11 p.m. and 6 a.m.

5. Private trips

Journeys with a mixed purpose will be handled the following way: The travel expense allowance will be assessed as if the contractually owed journey has been accomplished only. The compensation for travel expenses may not exceed the costs actually incurred.

6. Limitation period

The travel allowance expires within three month after the events conclusion. You will find the form for travel expense accounting at the conference's website: www.haematologie-onkologie-2020.com at the menu item "Eingeladene Referenten / Vorsitzende". Closing date for submission is January 4, 2021.