

# Cost Reimbursement Request



I hereby apply for reimbursement of the costs incurred by the student body of the University of Lüneburg. I assure that the **costs were incurred in the course of working for the student body of the University of Lüneburg**. For **purchases and services exceeding € 1,000**, three offers must be obtained. In these cases, the supplementary sheet "Freihändige Vergabe (ab 1.000,- €)" must be used for each purchase/service. Upon receipt of the application, consent is given for the personal data to be processed by the AStA Finance Department.

<b>Name, first name</b> (applicant):		
<b>E-mail address</b> (for queries):	<input type="radio"/> known	
<b>Telephone number</b> (for queries):	<input type="radio"/> known	
<b>Cost center</b> (Number <u>or</u> name):		
<b>Amount</b> (without deposit):		
<b>Purpose of use:</b>		
<b>Notes:</b> e. g. title (for project funding) e. g. name of initiative (for DSi)		
<b>Change of account details:</b>	<input type="radio"/> yes / new	<input type="radio"/> no
<b>IBAN:</b>		
<b>BIC, if applicable:</b>		
<b>Account holder</b> (if different):		

\_\_\_\_\_  
Date, Place, Signature (*Account holder*)

\_\_\_\_\_  
KSt., Datum, Unterschrift (*Zeichnungsberechtigte\*r*)  
*Bestätigung der sachlichen und rechnerischen Richtigkeit*

**All expenses must be supported by original receipts. The original receipts must be glued to a separate sheet and attached to the application. Receipts in DIN A4 format do not have to be glued on a separate sheet and can be attached in this way. Thermal receipts must also be copied.**

**To be completed by the Finance Department:**

Datum		Anordnung
Ifd. Nr.		
KSt.		Bestätigung
Ktr.		
Soll	Haben	Betrag

## Justification form for sustainable reimbursement

This supplementary sheet is only to be submitted for justification if at least one "No" is ticked.

### For food:

Food certified as „organic“? (Bioladen, or Bio Siegel in the Discounter)	<input type="radio"/> Yes	<input type="radio"/> No
If „No“: Is the food prepared externally (gastronomically) and vegetarian? (Catering, Restaurant, Delivery service, Bakery...)	<input type="radio"/> Yes	<input type="radio"/> No*

### Für drinks:

Were the drinks purchased in glass/reusable packaging?	<input type="radio"/> Yes	<input type="radio"/> No
If No: Is the product milk/milk substitute or in a large container (> 5 litres)	<input type="radio"/> Yes	<input type="radio"/> No*

### For equipment and supplies:

Has it been checked whether repairing, borrowing or buying used goods is preferable to buying new?	<input type="radio"/> Yes	<input type="radio"/> No*
Were any of the following criteria taken into account during the purchase? <ul style="list-style-type: none"> <li>- Certified with: Bio, Blauer Engel, TCO or FSC</li> <li>- Production in the European Economic Area, Switzerland or the United Kingdom</li> </ul>	<input type="radio"/> Yes	<input type="radio"/> No*

### For clothing and textiles:

Were the clothes and textiles bought without leather or fur?	<input type="radio"/> Yes	<input type="radio"/> No*
Are the clothes and textiles certified as organic?	<input type="radio"/> Yes	<input type="radio"/> No*
Were any of the following criteria taken into account during the purchase? <ul style="list-style-type: none"> <li>- Certified with: Fairtrade Cotton, Fairtrade Textile Production, Naturtextil IVN Best, Blauer Engel, Global Organic Textile Standard (GOTS), World Fair Trade Organisation, Fair Wear Foundation or Grüner Knopf</li> <li>- Production in the European Economic Area, Switzerland or the United Kingdom</li> </ul>	<input type="radio"/> Yes	<input type="radio"/> No*

### For paper:

Was 100% recycled paper purchased?	<input type="radio"/> Yes	<input type="radio"/> No*
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### For travel expenses:

If driving by car: was an emissions offset made?	<input type="radio"/> Yes	<input type="radio"/> No*
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**\*Please briefly explain why one of the criteria could not be met:**

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### To be complete by the Finance Department:

Is the request approved?	<input type="radio"/> Yes	<input type="radio"/> No
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