

### Travel expense accounting

(only Speakers / Chairpersons who will give their lectures in Basel for the virtual annual meeting 2020)

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 invoice the following travel costs – taking into account the regulations for travel expense accountings – incurred by lecture holding at the **Annual Meeting of the German, Austrian and Swiss Associations for Hematology and Medical Oncology, October 9 – October 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 (one night)	EUR	_____	_____
car _____ km (at 0,30 EUR)	EUR	_____	_____
ticket (public transport)	EUR	_____	_____
flight ticket	EUR	_____	_____
taxi	EUR	_____	_____
others (please explain and enclose receipts) <i>Please note: costs for hotel bar, double room or the like won't be recognized</i>	EUR	_____	_____
<b>Total travel costs net</b>	<b>EUR</b>	<b>_____</b>	<b>_____</b>
plus VAT (19%)	EUR	_____	_____
<b>Total travel costs gross</b>	<b>EUR</b>	<b>_____</b>	<b>_____</b>

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 remit the amount to:

Depositor \_\_\_\_\_ bank \_\_\_\_\_

IBAN \_\_\_\_\_ BIC \_\_\_\_\_

**Closing date: 4 January 2021 (limitation period).** After this date no travelling expenses can be reimbursed because of the congress's final account. 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 enterpriser, please enter net amounts, charge a sub-total, add turnover tax (19%) 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 speakers/chairman

Travel expenses will be reimbursed to **invited speakers/Chairman** 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 bear in mind that there is no advance payment for travelling expenses.

### 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:

Please enclose all tickets used for travelling on public transport.

For flight bookings the original boarding cards have to 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 etc.

### 4. Reimbursement

#### **accommodation expenses**

The cost of one night in the mid-price range (max. 4 stars) are covered.

#### **air fare**

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

#### **railway**

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.

#### **car**

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

#### **taxi/rental car**

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

#### **bus/ tram/ suburban train/ underground**

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).

### 5. Private trips

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

### 6. Limitation period

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