|  |  |
| --- | --- |
| Name, Last Name | Address Country Insert Tax Ref. No. Insert VAT IDDate of issue |

|  |  |
| --- | --- |
| GFA Consulting Group GmbH |  |
| Eulenkrugstraße 82 |  |
| 22359 Hamburg |  |
| Deutschland |  |

**Project/Study Name:** EPIC11 **in: write country**

**for the corresponding Department of GFA:** Health Department

**Invoice number:** 1

**Cost centre:** 2182020

Sir / Madam,

I hereby charge you for the above-mentioned travel costs for the name of the event in xx, on xx-xx month in xx, on xx-xx month, as follows:

|  |  |  |
| --- | --- | --- |
|  | Travelling expenses as per enclosure net amount (if subject to VAT; the net amount is only applicable for travelling expenses incurred in Germany) | 0.00 CC105Currency |
|  | Net amount | 0.00 CC105Currency |
|  | Plus VAT 19 % (if subject to VAT in Germany, otherwise state reference to tax exemption) Stating the tax rate is mandatory! | 0.00 CC105Currency |
|  | Total | 0.00 CC105Currency |

*Please transfer the sum of* 0.00EUR *to my account:*

Account holder: Insert Account holder

Name of Bank: Insert Bank Name

Account No.: Insert Account Number

Bank Code Number: Insert Bank Code Number

**SWIFT Code:** Insert SWIFT Code

**IBAN Number:** Insert IBAN Number

I hereby declare that I have not submitted this invoice to my employer.

Sincerely yours,

Name and Signature