



### Reimbursement of travel expenses for lecturers

In order to reimburse your travel expenses from/to Zug (Institut Montana, Zugerberg, Zug) (flight, train, bus etc.), you are kindly requested to send me all your receipts (including boarding cards) and your bank account details, such as

- Name and address of the bank
- Your account number (IBAN would do better)
- BIC swift
- Your complete private (home) address

Please send the documents either scanned as a pdf file electronically by email or by normal post mail to my below mentioned address; thank you.

Best regards,

Daniela Jahns

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