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| --- |
| Name, First Name: |
| Private address (corresponding to the bank account): |
| Address of University/ Institution: |
| Travel expenses (ticket or invoice of the travel costs): |
| Name of bank and address: |
| Bank account  Important for the money transfer is to indicate the number of the two Codes:  **Bank Identification IBAN or ABA number:**  **BIC or SWIFT Code:** |
| Stay from/to:  Guest from:  Reason for travel: |

**Please submit all documentation / documents as pdf to: office.stat@unibe.ch**