

Messe Berlin GmbH
Messedamm 22
14055 Berlin

Name:

Address:

Date:

Subject: Travel expense report DMEA 2025

Order number: 4600029032

Invoice number:

Dear Sir or Madam

As agreed, I hereby request reimbursement of travelling expenses:

Statement of expenses:

1) Hotel	Euro
2) Flight	Euro
<u>3) Taxi</u>	<u>Euro</u>
Total	Euro

The invoice is due immediately. In accordance with §19 UstG, the invoice amount shown does not include VAT, as I am not liable for VAT.

Please transfer the invoice amount without deductions to the bank account stated below.

Yours sincerely

Bank details:

Surname/First name:

Bank:

IBAN/BIC:

Attachment