

Deutsche Forschungsgemeinschaft German Research Foundation

Postal address: DFG, 53170 Bonn, Germany

To the members of the Review Panel
of the Priority Program "Ionic Liquids"

Mailing List

Chemistry and Process Engineering
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08 November 2007 Bor
GZ: SPP 1191/1

Priority Program "Ionic Liquids" (SPP 1191)

Dear Sir,
Dear Madam,

The Deutsche Forschungsgemeinschaft together with the coordinator Professor Dr. Peter Wasserscheid, Erlangen, organizes the scientific colloquium of the priority programme "**Inonic Liquids**". On behalf of the Deutsche Forschungsgemeinschaft you are cordially invited to participate in this colloquium.

The meeting will be held on

Wednesday 12th December to

Friday 14th December

in **Welcome Hotel Bamberg, Mußstraße 7, 96047 Bamberg, Telefon: +49 951 7000-0, Fax: +49 951 7000-516, E-Mail: info.bam@welcome-hotels.com**

(for more informaton please look at: <http://www.welcome-kongresshotel-bamberg.de/>)

The meeting will start at Wednesday at 12.00 p.m. with a lunch and will end at Friday at 03.30 p.m.

Further information on the schedule will be sent to you by the scientific coordinator, Professor Wasserscheid.

Hotel accommodations for two nights have been made for you at the *Welcome Hotel Bamberg*. If your travel dates differ (earlier arrival or later departure), please contact Mrs. Petra Weber who is in charge of the logistical arrangements (phone: +49 / (0) 9131 / 85-28586 / 85-27420, e-mail: Petra.Weber@crt.cbi.uni-erlangen.de). She will be happy to assist you. **Please let Mrs. Weber know at your earliest convenience whether it would be possible for you to participate in this colloquium and about your itinerary by e-mail.**

The DFG reimburses travel and accommodation expenses according to the German Federal Travel Expenses Act. **Reviewers whose flight time is six hours or longer are entitled to a business class ticket.** The DFG would appreciate your taking advantage of offers for reduced airfares and train tickets. For all travel issues please turn to our travel agency Westtours-Reisen GmbH Bonn (phone: +49 (0)228-9 15 31-30, fax: +49 (0)228-9 15 39, e-mail: business@westtours.de). The staff will be happy to serve your needs and will recommend the most convenient flight and train connections. If you order your tickets via Westtours,

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flight tickets as well as train tickets will be billed directly to the DFG, thus no paying in advance will be necessary. Otherwise reimbursement would be effected later, i.e. after completion of your journey. Additional information on the German Travel Expenses Act and guidelines on business travel accident insurance are attached.

The DFG reimburses travel expenses according to the German Travel Expenses Act. Claims should be submitted as soon as possible, but not later than six months after the completion of your trip; claims not submitted within this time will be forfeited.

Please note that we have partially completed information on the claim form for you. Should you prefer to download the form from the internet, please include the cost centre (Kostenstelle), cost object (Kostenträger) and the meeting's reference number (Geschäftszeichen).

The hotel costs in Bamberg will be paid by the DFG directly. Your travel expenses will be reimbursed after the meeting. Therefore, please keep all receipts (tickets) and send them with the enclosed travel claim form to the Deutsche Forschungsgemeinschaft.

I look forward to meeting you in Bamberg.

Yours sincerely,

Dr. Frank-Dieter Kuchta

Enclosures/Links

<http://www.dfg.de/forschungsfoerderung/formulare/reisekostenabrechnung.html>

<http://www.dfg.de/forschungsfoerderung/formulare/unfallschutz.html>

Deutsche Forschungsgemeinschaft
 - Reisekostenstelle -
 D-53170 Bonn

Note:
 Please submit your expense claim as soon as possible. According to the German Travel Expenses Act, reimbursement must be claimed within six months of travel (beginning with the first day following completion of your journey). Travel expenses cannot be claimed after this period. Please attach original receipts (air/rail tickets, taxi, hotel, etc.).

Reference SPP 119/1 Koll.	
Cost centre 72710	Cost object 820303

Travel Claim Form

Surname, Given name, Title		
Private address		
Organisation		
Business address		
Date of invitation from the DFG Chemistry and Process Engineering Dr. Kuchta		E-Mail
Journey from _____ to _____ by (means of transportation) *)		
Departure (date, time)		arrival (date, time)
Beginning of the meeting (date, time)		End of the meeting (date, time)
Return from _____ to _____ by (means of transportation) *)		
Departure (date, time)		arrival (date, time)
Travel expenses **) regular means of transportation (train, aeroplane etc.)		Taxi etc. **)
Hotel expenses **)		
Bank and bank address		Bank code number
Name: _____		Account number
Street: _____		Swift-Code
Place: _____		IBAN-Nr.
Account holder (if not identical with applicant)		
Place, date		signature
The expenses for the journey will be reimbursed according to the German Federal Regulations on travelling expenses *) if travelling by car: number of kilometres **) please enclose receipts etc.		