



International Continental Scientific Drilling Program, ICDP

Invoices and Bank Transfers to and from ICDP

Invoices to ICDP

Invoice requirements:

Company name, address, person in charge, phone and email

Invoice number and date

Details of all services and/or goods provided

Amount and currency

English or German language

Address invoice to:

GFZ - German Research Centre for Geosciences

International Continental Scientific Drilling Program

Dr. Ulrich Harms

Telegrafenberg

14473 Potsdam, Germany

Bank transfer requirements:

Please specify the account holder if this differs from the company name.

Bank Name, IBAN and BIC or BIC/SWIFT plus account number and holders name and routing number (USA)

Travel reimbursements by ICDP

Travel reimbursement:

Please use the travel claim form provided at <https://www.icdp-online.org/downloads/reimbursement-forms/> Money will only be reimbursed via wire transfer (preferably EUR or US Dollar)

Please fill the form digitally. Make sure to provide the full details for bank transfer including BIC or SWIFT and account number or IBAN.

If your bank does not have an international presence on the global money transfer market (e.g., small local/national banks), ensure that your bank uses a financial institution with a global presence (e.g. Wells Fargo Bank, Bank of America).

Travel receipts:

Provide scans of invoices of all allowable expenses

List costs and currencies on the reimbursement form

Once completed send documents as single pdf-file (< 4MB in file size) including the filled and signed form (see also the Instructions for completing the travel claim form)

ICDP bank account

Bank Name:	Deutsche Bank Potsdam
Bank Address:	Charlottenstrasse 40, 14467 Potsdam, Germany
Account Holder.:	Helmholtz-Zentrum Potsdam (ICDP)
Address of Holder:	Telegrafenberg, 14473 Potsdam, Germany
Account No.:	3181344
Bank Tracking No.:	120 700 00
IBAN:	DE76120700000318134400
BIC:	DEUTDEBB 160