

Please note: This is an unofficial translation provided for your convenience only and does not have any legal binding effects! Only the german version is legally binding!

Version: 2014/02

**Claim for Travel Expenses** 

University Instituti	ion:							
Name, First Name	:							
Private Address:								
Bank:								
IBAN:								
Swift-Code:								
Swiit-code.								
Actual Dates of O	•		deviating		• •			
Start of Official Tri	p (Date/Time	<del>:</del> ):		Start	t of Official Busine	ess (Dat	e/Time):	
End of Official Bus	/ iness (Date/T	ime).		Fnd	of Official Trip (Da	<u>/</u> ate/Tim	e).	
End of Official Bas	/	iiic).		Liid	or Official Trip (De	/	C).	
Travel Destination	:							
Other/Remarks:								
The official trip wa	as combined v	with a holida	ay: 🔲 no;	; 🔲	yes, namely from	<u> </u>	····to	
I have a BahnCard	: no;	yes	s, namely	а	BC 25 BC 50	BC 2	LOO Busine	ess regular
I have a concessio	narv ticket (N							
yes, for the str	•	,			, 🗀 -			
I apply for daily all	owance 🗌 n	io 🗌 yes						
Description	Applica-	6/1						
		(1/L	Cost Cei	ntre	Applied for Amo	ount	Deduction	Amount
(Receipts)	tion	G/L Account	Cost Cei		Applied for Amo	ount	Deduction	Amount Reimbursed
(Receipts)		Account			Days X	€	Deduction €	Reimbursed
		_ =			Days X Days X	€	€	
(Receipts)  Daily Allowance		685110			Days X	€ €	€	Reimbursed €
(Receipts)		Account			Days X Days X	€	€	Reimbursed
(Receipts)  Daily Allowance		685110			Days X Days X	€ € €	€ €	Reimbursed €
(Receipts)  Daily Allowance  Overnight Stay  Train		685110 685120 685210			Days X Days X	€ € € €	₩ ₩ ₩ ₩	Reimbursed
(Receipts)  Daily Allowance  Overnight Stay		685110 685120			Days X Days X	€ € € €	€ € € €	Reimbursed
(Receipts)  Daily Allowance  Overnight Stay  Train  Flight		685110 685120 685210			Days X Days X	€ € € € €	€ € € €	Reimbursed
(Receipts)  Daily Allowance  Overnight Stay  Train  Flight  Additional costs		685110 685120 685210 685220			Days X Days X	€ € € € € €	\psi \psi \psi \psi \psi \psi \psi \psi	Reimbursed
(Receipts)  Daily Allowance  Overnight Stay  Train  Flight		685110 685120 685210			Days X Days X	€ € € € €	€ € € €	Reimbursed
(Receipts)  Daily Allowance  Overnight Stay  Train  Flight  Additional costs (Public Transport,		685110 685120 685210 685220			Days X Days X	€ € € € € €	€ € € € €	Reimbursed
(Receipts)  Daily Allowance  Overnight Stay  Train  Flight  Additional costs (Public Transport, Taxi etc.)		685110 685120 685210 685220 685230			Days X Days X Days X	€ € € € € € €		Reimbursed
(Receipts)  Daily Allowance  Overnight Stay  Train  Flight  Additional costs (Public Transport, Taxi etc.)  Kilometre Bonus		685110 685120 685210 685220 685230			Days X Days X Days X	€ € € € € €		Reimbursed
(Receipts)  Daily Allowance  Overnight Stay  Train  Flight  Additional costs (Public Transport, Taxi etc.)  Kilometre Bonus Compensation  Conference Fees  Sub-Total		685110 685120 685210 685220 685230			Days X Days X Days X	€ € € € € €		Reimbursed
(Receipts)  Daily Allowance  Overnight Stay  Train  Flight  Additional costs (Public Transport, Taxi etc.)  Kilometre Bonus Compensation  Conference Fees  Sub-Total  minus		685110 685120 685210 685220 685230			Days X Days X Days X	€ € € € € € € €		Reimbursed
(Receipts)  Daily Allowance  Overnight Stay  Train  Flight  Additional costs (Public Transport, Taxi etc.)  Kilometre Bonus Compensation  Conference Fees  Sub-Total  minus  Reimbursement		685110 685120 685120 685210 685220 685230 685230			Days X Days X Days X	€ € € € € €		Reimbursed
(Receipts)  Daily Allowance  Overnight Stay  Train  Flight  Additional costs (Public Transport, Taxi etc.)  Kilometre Bonus Compensation  Conference Fees  Sub-Total  minus  Reimbursement  minus		685110 685120 685210 685220 685230			Days X Days X Days X	€ € € € € €	€ € € € € € € € € € € € € € € € € € €	Reimbursed
(Receipts)  Daily Allowance  Overnight Stay  Train  Flight  Additional costs (Public Transport, Taxi etc.)  Kilometre Bonus Compensation  Conference Fees  Sub-Total  minus  Reimbursement		685110 685120 685120 685210 685220 685230 685230			Days X Days X Days X	€ € € € € €		Reimbursed
(Receipts)  Daily Allowance  Overnight Stay  Train  Flight  Additional costs (Public Transport, Taxi etc.)  Kilometre Bonus Compensation  Conference Fees  Sub-Total  minus  Reimbursement  minus  Reduction		685110 685120 685120 685210 685220 685230 685230			Days X Days X Days X	€ € € € € €		Reimbursed

Date	Breakfast	Lunch	Dinner	Remarks (e.g. Hotel, outward flight, return flight)		
				(c.g. Hotel, c	deward ingite, recuiri ingite,	
avel Sch	edule (for tra	velling ahr	.uaq).			
Travel Schedule (for tra Departure from		Date/Tin		Arrival at	Date/Time	
			/		/	
		/			/	
					/	
			/		/	
			/		/	
		/			/	
			/		/	
		/			/	
case a t	axi was used a	s transport	, please give r	eason:		
ost regula confirm t	ations. hat the receip	ts handed i			cordance with the legal travelling of been presented to any other	
case of	eing reimburs having made u private purpose	ise of a ren	ted car resp. a	business car, I conf	irm that I have not used either o	
	ing costs were		th a business	credit card	yes no	
confirm dutifully that the mentioned details are cor Date, Signature)		l <u>—</u>			Mathematically correct	