

Text Field/Text Key:

I have received any meals free of charge: ☐ yes ☐ no  
(e.g. breakfast at the hotel, dinner at the conference), if yes:

Date	Breakfast	Lunch	Dinner	Remarks (e.g. Hotel, outward flight, return flight)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Travel Schedule (for travelling abroad):**

Departure from	Date/Time	Arrival at	Date/Time
	/		/
	/		/
	/		/
	/		/
	/		/
	/		/
	/		/
	/		/

In case a taxi was used as transport, please give reason:

When booking my flight, I observed the cost effective principles in accordance with the legal travelling cost regulations.

I confirm that the receipts handed in are original receipts and have not been presented to any other place for being reimbursed etc.

In case of having made use of a rented car resp. a business car, I confirm that I have not used either of them for private purposes.

The travelling costs were paid for with a business credit card ☐ yes ☐ no

I confirm dutifully that the aforementioned details are correct (Date, Signature)	<input type="checkbox"/> Facts are correct <input type="checkbox"/> Facts and Calculations are correct	Mathematically correct