

Travel Expense Claim

1. Personal information

surname, first name		position		date of birth	
(inviting) University Department/Faculty				phone (office)	
home address			distance (in kilometres, km) home - office		phone (home)
more than 14-day trip:		marital status: married not married		own household no own household	
bank details account no.		bank code		name and address of bank	
additional for foreign transfer: IBAN			BIC/Swift		routing-no./ABA
I received an instalment amounting to: Euro			I received a travel advance amounting to: Euro		

2. Information on outgoing journey

departure:					
place		date		time	
in case of a trip abroad:					
place		border crossing/arrival (flight: landing at destination):		time	
		date			

3. Information on business activities

destination (place, country)		purpose of travel			
business activities at destination:		beginning: date		time	
		ending: date		time	

4. Information on transportation and costs

<input type="checkbox"/> train ticket Euro		<input type="checkbox"/> flight expenses Euro	
<input type="checkbox"/> public transport Euro		<input type="checkbox"/> Taxi costs (please explain below) Euro	
<input type="checkbox"/> passenger in the car of <input type="checkbox"/> own car (number of km driven) km		<input type="checkbox"/> rented car (please explain below) Euro <input type="checkbox"/> organisations car free or Euro	
passenger taken in private car		official baggage taken in private car	
name: altogether taken km		altogether taken km kg bulky	
name: altogether taken km			
Catering/lodgings provided free (or included in the conference charges, hotel bill or during the flight)		overnight stay in own apartment	
date breakfast lunch dinner accommodation		date	
date		date	
date		date	
date			
overnight expenses Euro		overnight expenses paid by another person/party	
additional travel expenses Euro			

5. Information on return journey

departure:					
place		date		time	
in case of a trip abroad:					
place		border crossing/return trip (flight: first landing in the country):		time	
		date			
arrival:					
place		date		time	

Compelling reasons for use of taxi, rented car, overnight expenses over 80,- Euros and additional information

I hereby certify that the data provided is correct and complete		Please attach: <ul style="list-style-type: none"> ▪ travel permission ▪ or training permission ▪ original evidence
 date, signature		

Note: If no daily allowance should be paid, no information of time, border crossing and free catering is necessary.