



Travel expenses claim / breakdown of the trip

Surname, Forename(s)	Destination (place(s))	Start of business trip (date)
Position at Humboldt-Universität (fac./dept./div./ZE/ZI)		Tel. (for queries)

Were any expenses assumed by Humboldt-Universität beforehand? no yes:

train/flight tickets hotel attendance fees hired car

I received a **down payment** in the amount of € _____.

I received third-party funds:

yes, in the amount of _____ (enclose bank statement) no

<p>Start of business trip:</p> <p>Date: _____ Time: _____</p> <p><input type="checkbox"/> from residence <input type="checkbox"/> from office</p> <p><input type="checkbox"/> from holiday location</p> <p>Travel by: _____</p> <p>Departure at: _____</p> <p>Arrival at station/airport at: _____</p> <p>Travel to <input type="checkbox"/> place of business <input type="checkbox"/> hotel</p> <p>by: _____</p> <p>Arrival:</p> <p>Date: _____ Time: _____</p>	<p>Start of business activities:</p> <p>Date: _____ Time: _____</p> <p>Travel at place of business by: (for the entire duration of the trip)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>End of business activities:</p> <p>Date: _____ Time: _____</p>	<p>Return journey:</p> <p>Date: _____ Time: _____</p> <p><input type="checkbox"/> from hotel <input type="checkbox"/> from place of business</p> <p><input type="checkbox"/> from holiday location</p> <p>Travel by: _____</p> <p>Departure at: _____</p> <p>Arrival at station/airport at: _____</p> <p>Travel to <input type="checkbox"/> residence <input type="checkbox"/> office</p> <p>by: _____</p> <p>Arrival:</p> <p>Date: _____ Time: _____</p>
--	--	--

➔ Please include any further **destinations/routes** on a separate page along with the exact time of the start of business activities.

Explanation of travel expenses claim

1. Business trips in conjunction with a personal trip yes no

On a separate page, please provide a breakdown (in terms of time) of the parts of the trip that were not business-related.

2. Subsistence

I received meals free of charge: yes no

If yes,	breakfast	lunch	dinner
included in flight price	<input type="checkbox"/> on/from _____ until _____	<input type="checkbox"/> on/from _____ until _____	<input type="checkbox"/> on/from _____ until _____
included in hotel price	<input type="checkbox"/> on/from _____ until _____	<input type="checkbox"/> on/from _____ until _____	<input type="checkbox"/> on/from _____ until _____
during conference	<input type="checkbox"/> on/from _____ until _____	<input type="checkbox"/> on/from _____ until _____	<input type="checkbox"/> on/from _____ until _____

a) Lunch was served in a canteen (only for trips abroad). yes no

3. Accommodation

Detailed explanation of higher accommodation prices for those who independently booked accommodation exceeding the maximum rate (max. rate for Germany €80; for rates abroad, see chart online):

If accommodation is in a double room with a spouse or another person who is not entitled to travel allowance
 yes no

this person is _____

- An institution other than Humboldt-Universität assumed the accommodation expenses.
 yes, from until..... no
- It was included in the price of the attendance fees or other expenses. yes no
- I request payment of the accommodation allowance. Private accommodation (e.g. with friends, acquaintances, relatives) yes
- Accommodation at own residence: yes, near place of business yes, away from place of business in

4. Car sharing

a) On this business trip, the following person(s) rode as passenger(s) in my car:

b) I rode as a passenger in the following person's car:

5. Declaration of BahnCard/frequent-flyer programme membership

I am a member of a frequent-flyer programme and hereby declare that any benefits awarded to me will only be used for professional purposes.

yes no

Do you have a BahnCard?

yes no

If yes, what kind? BahnCard 25

BahnCard 50

BahnCard 100

BahnCard Business 25

BahnCard Business 50

BahnCard Business 100

6. Hired cars or taxis

The use of a hired car must be approved beforehand (in writing).

Approval can only be granted for taxis in justified, exceptional cases. A lack of knowledge of the area or adverse weather conditions do not constitute a valid reason.

Reason for taxi:

List of expenses incurred

#	For mileage allowance, please enter total distance in kilometres. Vehicle cat. I <input type="checkbox"/> cat. II <input type="checkbox"/>			km _____	To be filled in by the Travel Expenses Office	
	<i>The receipts may be affixed to the reverse side of this form or to another sheet, preferably in chronological order starting with #1.</i>				Per diem: Germany/abroad	
	Date	Receipt for	Total	Necessary explanation (if required, on separate sheet)		
1						
2						
3					Amount	VAT
					Accommodation expenses	Commercial operation/ EU
4						
5						
6					Amount	
					Travel expenses	Commercial operation/ EU
7						
8						
9					Amount	
					Additional expenses	Commercial operation/ EU
10						
11					Amount	
12					Total	

A list of the expenses incurred is to be attached as an annex and the receipts are to be submitted.

I hereby duly confirm that the details I have given are complete and correct.
I will not make a claim for this expenses elsewhere.

Please note:

- Travel, accommodation and additional expenses are subject to production of receipts. Please use glue for small receipts.
- Foreign receipts must be translated and their content explained, where necessary.
- For countries outside the euro area, please state the **exchange rate** where applicable (enclose receipt).

Place _____ Date _____ Signature _____