



Travel Expense Statement

COVER

Buchungsstelle (only to be filled by SG Reisestelle)

	PSP-Element	Sachkonto	Betrag
Reisekosten			€
Tagungsgebühren			€
Nebenkosten			€
			€
Überweisungsbetrag			€

FileN°.		Business-trip to:	Country	
			City	
Duration	from		to	

Sachlich und rechnerisch richtig!

Datum: Signature
SG Reisestelle

Recipient of the Payment (to be filled by Business-Traveller)

Surname, Name			
<i>Non-HU-Employees</i>			
Date of birth (TT.MM.JJJJ)	If you are not employed at the HU (without a personnel number), the information in accordance with the Notification Regulation is mandatory. Payment may not be made without this information!	
Tax-ID (11-digit) Germany		
Resp. Tax-Office		
Home address	Street	N°:	
	Zip-Code	City	
		Country	
Banking account	IBAN		
	BIC/SWIFT	Only required for international transfers!	
	Name of the Bank		
Department of work	Faculty		Institute
eMail-address			

I hereby assure the correctness of my information I given above!

Date Signature Recipient
of the Payment

Description of the itinerary

(to be completed by the describing)

Business travel to:		
<p>Departure of the travel:</p> <p>Date : _____ time: _____</p> <p><input type="checkbox"/> from home address</p> <p><input type="checkbox"/> from the office</p> <p><input type="checkbox"/> from location of vacation</p> <p>Travel by: _____</p> <p>Departure: _____</p> <p>Arrival: _____</p> <p>Travel to <input type="checkbox"/> Business <input type="checkbox"/> Hotel</p> <p>by: _____</p> <p>Arrival</p> <p>Date: _____ time: _____</p>	<p>Start of business:</p> <p>Date: _____ time: _____</p> <p>Travel at the business location by: (of the complete duration of stay)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>End of the Business:</p> <p>Date: _____ time: _____</p>	<p>Travel return:</p> <p>Date: _____ time: _____</p> <p><input type="checkbox"/> from home address</p> <p><input type="checkbox"/> from the office</p> <p><input type="checkbox"/> from location of vacation</p> <p>Travel by: _____</p> <p>Departure: _____</p> <p>Arrival: _____</p> <p>Travel to <input type="checkbox"/> Home <input type="checkbox"/> Office</p> <p>by: _____</p> <p>Arrival</p> <p>Date: _____ time: _____</p>

➔ Please complete further travel **locations/itineraries** with exact times of the start of the business on an additional sheet.

Travel Explanations

1. Travel is in connection with privacy / vacation?

- yes, from _____ to _____ at _____
- no

2. Catering

Did you get free meals?

yes no

	Breakfast	Lunch	Dinner
included in the flight	<input type="checkbox"/> on _____ and _____	<input type="checkbox"/> on _____ and _____	<input type="checkbox"/> on _____ and _____
included in the hotel	<input type="checkbox"/> on/from _____ and _____	<input type="checkbox"/> on/from _____ and _____	<input type="checkbox"/> on/from _____ and _____
during the stay	<input type="checkbox"/> on/from _____ and _____	<input type="checkbox"/> on/from _____ and _____	<input type="checkbox"/> on/from _____ and _____

3. Accommodation

Add a detailed justification for higher overnight costs for self-books, if the overnight rate has been exceeded.
Maximum rate for overnight stays: 80, - € per night; for overnight stays abroad see list on the intranet:

Overnight stay with spouse or other person who is not entitled to travel allowance:

- yes no

Accommodation costs were covered by a facility other than the HU?

- yes, from _____ to _____

no

The accommodation costs were included in the price of conference fees, or similar yes no
I ask for payment of the accommodation lump sum yes no

Private accommodation (e.g. friends, acquaintances, relatives); Overnight stay at my own apartment

- yes, at the business location
- yes, beside the business location, at _____

4. Car, rental car or Taxi _____

Car-, rental car- or taxi use can only be refunded in exceptional cases and with detailed reasons. (Car and rental car in advance with BT application). Local inconvenience and adverse weather conditions are not valid reasons. By using car all passengers must be specified.

- Car _____
- Hired Car, Taxi _____

5. Pre-payments

Were costs taken over by the HU in advance? no yes

- Tickets Hotel Conference fee Rental Car

I've received a payment in advance for the travel expenses amounting to _____ €.

I've received support from third parties:

- yes, amounting to _____ € (attach bank statement) no

6. List of incurred costs

Item No. on Doc	Distance compensation:			<i>The invoices must be scanned and attached to this document</i>
	Car	Kat. I <input type="checkbox"/>	Kat. II <input type="checkbox"/>	
	totally km driven: _____			
	Date	Doc for	Amount in €	Justifications
1				
2				
3				
4				
5				
6				
7				
8				

I assure the accuracy and completeness of my information.
The costs are not refunded by third parties.

Date _____ Signature _____

The List of incurred costs and the documents of, must be attached.

The exclusion period for the statement is **six months**. If a third-party project through which the trip is financed ends within these six months, the statement must be made no later than four weeks before the end of the project.

Notes:

- Travel, accommodation and incidental expenses are subject to a document of proof! Please scan and attach small documents!
- Foreign documents must be translated, if necessary explained in terms of content!
- For foreign trips outside the euro area, please indicate the **exchange rate** if necessary (attached receipt)!