

Reisekostenabrechnung DECKBLATT

Buchungsstelle (durch SG Reisestelle auszufüllen)

| | PSP-Element | Sachkonto | Betrag |
|---------------------------------------|-------------|-----------|--------|
| Reisekosten | | | |
| Tagungs- und Teilnahmegebühren | | | |
| Sonstige Kosten | | | |
| | | | |
| Überweisungsbetrag | | | |
| Reisenummer: | | | |
| Dienstreise nach: | | | |
| Dienstreise von – bis: | | | |

Zahlungsempfänger:in: (durch Dienstreisende:n auszufüllen)

| | |
|--|--|
| Name, Vorname | |
| Privatanschrift (Straße, PLZ, Ort) | |
| Bankverbindung (IBAN) | |
| Bankverbindung (BIC) (nur bei Überweisung ins Ausland) | |
| Name des Geldinstitutes | |
| Beschäftigungsstelle (Inst./ Abt./ ZE) | |
| E- Mail Adresse (zur Übersendung der Abrechnung) | |

Ich versichere die Richtigkeit meiner Angaben.

Datum _____

Unterschrift _____



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>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 _____ and _____ <input type="checkbox"/> on _____ and _____ | <input type="checkbox"/> on _____ and _____ <input type="checkbox"/> on _____ and _____ | <input type="checkbox"/> on _____ and _____ <input type="checkbox"/> on _____ and _____ |
| included in hotel price | <input type="checkbox"/> on/from _____ until _____ <input type="checkbox"/> on/from _____ until _____ | <input type="checkbox"/> on/from _____ until _____ <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 _____ <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 _____