

Travel expense report

Travellers, please fill in the bold-framed box only and attach the approval of your business trip!

Last name, first name _____	
official job title _____	
office _____	
location _____	
place of residence _____	
family place of residence _____ <small>(in case you receive separation compensation)</small>	
Order/approval of the business trip	
dated _____ by _____	
Travel to start employment <input type="checkbox"/> new job <input type="checkbox"/> relocation <input type="checkbox"/> delegation <input type="checkbox"/> end of delegation	
In case of travel to start employment or business trips lasting more than 7 days at one business location , please check one of the boxes.	
<input type="checkbox"/> 1. I am married and live with my spouse in the same household (§ 3 para 2.1 LTGVO)	
<input type="checkbox"/> 2. No. 1 does not apply, but I have my own household as main tenant or owner of a property (§ 3 para 2.2 LTGVO)	
<input type="checkbox"/> 3. No. 1 and 2 do not apply, e. g. singles without own household (§ 3 para 2.3 LTGVO)	
I have received advance payment of EUR _____ from _____	
I request <input type="checkbox"/> cash payment <input type="checkbox"/> bank transfer to IBAN _____ BIC _____ account holder _____	
I have my – no – own household (§ 7 para. 3 LUKG). I declare that the information I have given is complete and correct. date, signature _____	

Jahr	Kapitel	Titel	UT	Kto.-Ebene 1
Ausgabeart		KOA	EUR	
Zahlungspartner-Nr.		Festlegungs-Nr.		

Beleg-Nr.	HÜL
-----------	-----

An die
Universitätskasse
Konstanz

Kassenanweisung

Laut umstehender Kostenberechnung

- sind an den Bediensteten auszuzahlen und zu buchen
- sind vom Bediensteten anzunehmen und — durch Absetzen von der Ausgabe — zu buchen

_____ EUR _____ ct

i. B. _____

_____ EUR

Konstanz, den _____

(Unterschrift des Anordnungsbefugten)

Nur von der Kasse auszufüllen/Only to be filled in by the cashier's office!

Information for filling in the back:

- Please describe the actual course of the business trip (see Commentary). Please indicate the start and end of business for each individual place of business.
- Travel abroad: please exactly indicate the time you crossed a border.**
- Please attach the original public transport receipts (train, plane, bus) exceeding EUR 10,- in total.**
- Please give the reasons why you had to use other transport means (e.g. taxi, rental car) and attach receipts.
- Additional expenses might be e. g.: taking along or shipping luggage (business or private), luggage storage, parking fees if the car was used with good reason, attendance fees, telephone charges (business matters). **Please attach receipts.** The following are not additional expenses: the usual travel equipment, value reduction of clothes and suitcases, insurance premiums, tips, newspapers etc.
- If you request more than the usual overnight allowance, **please state a reason.**
- Please claim reimbursement for travel costs within six months after the end of the trip. Otherwise your entitlement expires.

Travellers, please fill in the bold-framed box only! Please submit original receipts only!

Tagegeld	Übernachtungsgeld	Hotellkosten	Grenzübertritt
1	2	3	4

Commentary:

e. g. deviations from the travel application. Details about using a personal season ticket, or discounts for parts or the entire travel route, or travelling as passenger in the car of another person. Business trip related to secondary employment (§ 3 para. 4 LrKG), time of crossing a border (if travelling abroad).

Start of trip on _____ at _____ o'clock
at

my house the office location somewhere else

Start of trip _____ at _____ o'clock

from _____ to _____

arrival on _____ at _____ o'clock

Time of crossing a border (country of business place)

travel abroad _____

Start of business:

on _____ at _____ o'clock

End of business:

on _____ at _____ o'clock

Return trip _____ at _____ o'clock

from _____ to _____

arrival on _____ at _____ o'clock

Time of crossing the border (to Germany)

End of trip on _____ at _____ o'clock at

my house the office location somewhere else

Additional expenses:

Participation fee _____

including: accommodation

breakfast lunch dinner

nothing

other additional expenses: _____

Grants from third parties: _____

Using your own car:

car up to 600 cc cars over 600 cc

Trip to destination and back _____ km

At the business location _____ km

Sum _____ km

Passengers in my car: _____ km

_____ km

_____ km

Passenger in the car of: _____

Public transportation:

means of transport amount

at my house/ bus, street railway _____

place of business other _____

taxi _____

reason for taxi: no public transport at this time

no pub. transport to the place of business

would otherwise not have reached destination in time

a lot of luggage

means of transport amount

Trip to destination train _____

and back plane _____

staff car _____

ferry _____

Sum _____

Accommodation costs:

Hotel room: _____

breakfast included without breakfast full/half

board

Reason for hotel costs:

close to place of business, less travel costs

No cheaper rooms were available due to a large event

All conference participants were accommodated in same hotel

Event organiser booked rooms at a special rate

Business trip was decided at short notice

Other accommodation:

private (**entitled** to overnight allowance)

free accommodation (**no** allowance)

breakfast included without breakfast

Further commentary: _____

Kostenberechnung der Verwaltung		EUR	ct	Übertrag		EUR	ct
Tagegeld _____ x _____	EUR _____						
Tagegeld _____ x _____	EUR _____						
Übernachtungsgeld _____ x _____	EUR _____						
Übernachtungsgeld _____ x _____	EUR _____						
Fahrkosten	EUR _____						
Wegstreckenentschädig. _____ km zu _____ ct							
Mitnahmeentschädigung _____ km zu _____ ct							
Nebenkosten							
Mehrbetrag zum Übernachtungsgeld							
Übertrag							
				Anzurechnen: Zuwendungen (§ 3 Abs.3 LrKG)			
				Kürzungen nach § 12 LrKG			
				Kürzung _____ v.H.(§ 23 Abs.2)			
				1/ Abschlag vom _____			
				auszuzahlen — einzuziehen			
				Sachlich richtig			
				Rechnerisch richtig			
				Unterschrift, Amtsbezeichnung/Verg.-Gruppe)			