



Travel Expense Report

Name _____ First name _____ Residence _____

Travel Purpose _____ Department _____

Funding (Cost center/project no) _____

Means of travel (please add travel plan and explain in case of multiple destinations)

Destination _____ Travel dates (start) _____ (end) _____

Departure (place) _____ from date _____ / _____ hr to _____ / _____ hr

Start of business _____ from date _____ / _____ hr to _____ / _____ hr

Return (place) _____ from date _____ / _____ hr to _____ / _____ hr

Border Crossing at/on _____ date _____ / _____ hr return date _____ / _____ hr

Business trip combined with private trip from date _____ to date _____

(for several private stays please use the remarks)

Fare (only with submission of original documents)

Plane _____ € Class _____ Participation in bonus program yes* no

(* if yes please, please see 2nd page)

Train/Bus _____ € Class _____ Participation in bonus program yes* no

(* if yes please, please see 2nd page)

Rental Car _____ € (for rental cars, please fill in next page)

An air/train/bus ticket, a rental car was provided for the business trip

Vehicle was used from (place) _____ to _____ and back

Institute vehicle Licence No. _____ expenses(receipts) Σ _____ €

Authorized vehicle (shall be discussed before the begin of business travel (0,30 €/km) Total distance _____ km

Private vehicle (the employee does not assume any property liability damage (0,20 €/km, max. 150,00€) Total distance _____ km

Bus, Tram, Taxi (see backside) etc.

Reimbursable & further expenses (with submission of original documents/receipts only)

Benefits by third party (gratis accommodation and/or food etc. as well) Σ _____ €

provided Meals dates _____ Costs covered by _____

Hotel Breakfast in price included Σ _____ €

Lunch abroad was taken for _____ days in a cafeteria

Congress fees, fees for business phone & internet, insurance for luggage Σ _____ €

List of further expenses enclosed (receipts) Σ _____ €

I received partial payment amounting to Σ _____ €

I assure the accuracy of my statements. All receipts are enclosed

Please transfer the remaining amount to

my deposited salary account

the following account :

Name of Bank _____

IBAN _____

BIC/SWIFT-Code _____

Radolfzell, date _____

Applicant's signature _____



Reasons for travelling by Taxi

- Appointment, which could not have been kept using public transport
- Heavy or bulky business luggage, or transport of chemicals for experiment
- Location, no public transport from railway station to destination
- Trips between 10.00 p.m. and 6.00 a.m.
- Transport of bulky equipment or confidential documents
- Illness or injury which occurred during the business trip, or disability
- Pregnancy
- Further urgent official reasons: _____

Reasons for booking a rental car

- For the completion of the job public transport could not be used and a company vehicle was not available

Reasons for booking a hotel over 75,60 Euros including breakfast

- Approved by travel department before start of the journey.
- Listed in the "Bundesverwaltungsamt" hotel list – ORBS
- Other matters (e.g. Organizer's recommendation because _____)

Remarks

Participation in bonus programs

What benefits have been credited or can you expect?

- Bonus miles for free flights, rail bonus points or similar (e.g. from the "Miles & More" program of Lufthansa,
- Number of miles/ bonus points credited so far Miles/bonus point _____
- Other benefits (list in detail and provide evidence if necessary: e.g. additional flight routes or award/ eligibility points for freeflights, hotel accommodation, use of rental car, etc.)
