

# Statement of costs of student trip

Type of trip: Accompanied group trip (travel organiser responsible for statement of expenses)  
 Sauen (travel organiser responsible for statement of expenses)  
 Individual statement of expenses  
 Other: \_\_\_\_\_

Of the department: \_\_\_\_\_ to: \_\_\_\_\_

from: \_\_\_\_\_ to: \_\_\_\_\_ No. of participants: \_\_\_\_\_ of which students: \_\_\_\_\_

Where there are more than 5 receipts per block, please use tables on p. 3.

1. Travel expenses	Receipt no.(*)	Sum in EUR	Recognised sum
Where relevant, please enter sub-total from additional sheet here:			
<b>Total travel expenses (incl. costs from p. 3)</b>			

2. Accommodation costs	Receipt no.(*)	Sum in EUR	Recognised sum
Where relevant, please enter sub-total from additional sheet here:			
<b>Total accommodation costs (incl. costs from p. 3)</b>			

3. Ancillary costs	Receipt no.(*)	Sum in EUR	Recognised sum
Where relevant, please enter sub-total from additional sheet here:			
<b>Total ancillary costs (incl. costs from p. 3)</b>			

\* Please number receipts and then stick them in order onto a DIN A4 sheet.

	Sum in EUR	Sum credited
Total travel expenses		
Total accommodation costs		
Total ancillary costs		
Total costs		
University subsidy		
Minus advance		
Payment/Repayment		

### Tour organiser

Surname, name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Bank: \_\_\_\_\_

IBAN: \_\_\_\_\_

BIC/SWIFT: \_\_\_\_\_

I ensure that the details I have provided are accurate and complete.  
The expenses claimed were actually incurred.

\_\_\_\_\_  
Date / signature

### To be completed by administration:

Calculation correct: \_\_\_\_\_  
Date / signature

Budget office: \_\_\_\_\_ Billing object: \_\_\_\_\_

Copy of the processed claim has  
been sent to claimant:

\_\_\_\_\_  
Date / signature

### To be completed by ServiceCenter Haushalt:

Receipt no.: \_\_\_\_\_

The reimbursement claimed in the amount of € \_\_\_\_\_ has been transferred to the above-mentioned account.

\_\_\_\_\_  
Date / signature

1. Travel expenses	Receipt no.(*)	Sum in EUR	Recognised sum
<b>Total travel expenses</b>			

2. Accommodation costs	Receipt no.(*)	Sum in EUR	Recognised sum
<b>Total accommodation costs</b>			

3. Ancillary costs	Receipt no.(*)	Sum in EUR	Recognised sum
<b>Total ancillary costs</b>			

\* Please number receipts and then stick them in order onto a DIN A4 sheet.