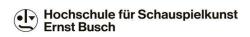
ettlement of business trip costs	Received (date):	(to be completed by administration)
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Please fill in the light gray fields on the computer. Then print out, sign and submit to the relevant departmental administration together with the supporting documents.

University: O Hfl	M O HfS
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O Other:





Please also fill in the second page.

				<u> </u>				
Surname, first name:				Department:				
				Bank:				
Destination (address) and, where necessary,				IBAN:				
(country) of trip:				BIC / SWIFT:				
Trip schedule						Explanation / Exa	mples:	
Start of trip (date, time, p	place of departure):					Departure from priva	ate flat, university etc.	
Start of official business	(date, time):					Start of conference,	rehearsal, performance etc.	
End of official business	(date, time):					End of conference, rehearsal, performance etc.		
End of trip (date, time, p	lace of arrival):					Arrival at private flat, university etc.		
Where necessary, obser	rvations on trip schedule:					Several items of offi	Several items of official business successively,	
						several changes of	place, routes not the most	
						direct possible		
If private overnight stay	was integrated into trip: from w	hen to when?				Following end of cor	nference	
Only in case of trips abro	oad:					private overnight sta	ys in locality	
When was the bo	rder crossed on the outward journ	ey (date, time)?				In case of flights, lar	nding time abroad	
When was the border crossed on the return journe		ey (date, time)?	time)?		In case of flights, landing time in Germany			
						-		
Arrival and departure,	transfers, public transport d	uring journey					The following are recognised (to be	
Means of transport	Cost in € or, by car, kilometres travelled:	Where relevant, foreign currency	Route from to	., observations it	necessary]	completed by SC H):	
						-		
						1		
						1 1		
Used on this journey we	re: O BC 25 O BC	50 O BC 100	O Jobticket O De	eutschland-Ticke	et O other:			
	O own car O I w	<i>a</i> s a passenger	O rental car O uni	versity car O oth	ier:			
	O I took someone				(name) o	on the route		
	O The cost of my following third par		was reimbursed/pa	id for by the				
If a rental car or taxi was	s used, please provide reason(s). Where seve	eral journeys were	made, please	allocate reas	son(s) to journe	y(s):	
O because the place of but	siness was not otherwise accessib	ole						
O because other modes of	transport would have been more	expensive						
O professionally necessary	journeys between 10 pm and 6 a	ım						
O because valuable / fragil								
O because valuable / Iragii	e / cumbersome luggage had to b	e transported, s	pecifically:					

Overnight accommoda	ation				The following are
Date / Period of time	Cost in € or private accommodation	Where relevant, foreign currency	Name of hotel / accommodation / private		recognised (to be completed by SC H)
O My accommodation cos	ts were reimbursed / pai	d for by the following third	party:		
If the hotel costs are mo	re than €75.60 per nig	ght (incl. breakfast), plea	ase provide reason(s):		
O It was a c	onference hotel and the	other participants were ac	commodated there too.		
O At place o	f business and in locality	y there were no cheaper h	otels available at that time despite an intensi	ve search, e.g. trade	air in progress.
O Other:					
Meals					
	• •		here appropriate (must be a hot, nutritiou	is meal including a	drink).
Outward journey: Return journey:		y O Lunchtime O Eveni y O Lunchtime O Eveni	9		
Other:		y O'Lunchtime O'Eveni			Calculation of daily
					allowance (to be completed by SC H):
Was breakfast included	in the price of the hote	el? O Yes, for ever O On the follow	ry night stayed O No		
Were cost-free meals of	fered during your stay				
Breakfast: O Yes, 6	every day O No O On	the following days:			
	every day O No O On every day O No O On				
Lverillig. O res, e	every day O NO O OII	the following days.			
Only in the case of journ	neys abroad: Did you	eat lunch in a cantine or a	a student refectory? O Yes	O No	
Explanations (where ne	cessary):				
Ancillary costs					The following are recognised (to be
Type of cost (entrance fees, participation fees, filling up with	Cost in €	Where relevant,	Observations or reason(s)		completed by SC H):
petrol, parking charges etc.)		foreign currency	()		
Further general observa	tions on trip:			Total	0,00 €
				where appropriate, university subsidy	
Did I receive an advanc	e payment for this iour	ney? O No O Yes		minus advance	
	. ,	-	nt of costs to be submitted within 14 days		0,00 \$
Lensure that the informa	ation I have provided in	•	nt of costs to be submitted within 14 days	o) Juili to be paid	0,00 ₹
I ensure that the information I have provided is factually correct and complete. The expenses I am claiming were actually incurred by me				nid will be transferred	
or have already been presented to the accounts department.				entioned bank account.	
				Calculation is cor	rect:
Date / signature of person	travelling				
Preliminary accuracy check by	/ University administration:			Date / signature	SC H
Traininary accuracy check by	, annversity aunimistration:				
Data / signat					
Date / signature					