

Settlement of business trip costs

Received (date): _____ (to be completed by administration)

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: khb

Surname, first name:		Department:	
Destination (address) and, where necessary, (country) of trip:		Bank:	
		IBAN:	

Trip schedule		Explanation / Examples:
Start of trip (date, time, place of departure):		Departure from private flat, university etc.
End of trip (date, time, place of arrival):		Arrival at private flat, university etc.
Where necessary, observations on trip schedule:		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 when to when?		Following end of conference private overnight stays in locality

Arrival and departure, transfers, public transport during journey			
Means of transport	Cost in € or, by car, kilometres travelled	Where relevant, foreign currency	Route from ... to, observations if necessary

The following are recognised (to be completed by SC H):

Used on this journey were: BC 25 BC 50 BC 100 Jobticket Deutschland-Ticket other:

own car I was a passenger rental car university car other:

I took someone as a passenger: (name) on the route

The cost of my train ticket/flight was reimbursed/paid for by the following third party:

If a rental car or taxi was used, please provide reason(s). Where several journeys were made, please allocate reason(s) to journey(s):

- because the place of business was not otherwise accessible
- because other modes of transport would have been more expensive
- professionally necessary journeys between 10 pm and 6 am
- because valuable / fragile / cumbersome luggage had to be transported, specifically:
- health reasons: known to personnel department, or as follows:
- Other:

Overnight accommodation			
Date / Period of time	Cost in € or private accommodation	Where relevant, foreign currency	Name of hotel / accommodation / private

The following are recognised (to be completed by SC H):

O My accommodation costs were reimbursed / paid for by the following third party:

If the hotel costs are more than €70 per night, please provide reason(s):

- It was a conference hotel and the other participants were accommodated there too.
- At place of business and in locality there were no cheaper hotels available at that time despite an intensive search, e.g. trade fair in progress.
- Other:

Ancillary costs			
Type of cost (entrance fees, participation fees, filling up with petrol, parking charges etc.)	Cost in €	Where relevant, foreign currency	Observations or reason(s)

The following are recognised (to be completed by SC H):

Further general observations on trip:

Did I receive an advance payment for this journey? No Yes

(Statement of costs to be submitted within 14 days)

I ensure that the information I have provided is factually correct and complete.
The expenses I am claiming were actually incurred by me or have already been presented to the accounts department.

Total	0,00 €
where appropriate, university subsidy	
minus advance	
Sum to be paid	0,00 €

The sum to be paid will be transferred into the above-mentioned bank account.

Calculation is correct:

Date / signature of person travelling

Date / signature SC H

Preliminary accuracy check by university administration:

Date / signature university administration