

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: HfM HfS



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

Trip schedule		Explanation / Examples:
Start of trip (date, time, place of departure):		Departure from private 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, 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

Only in case of trips abroad: private overnight stays in locality

When was the border crossed on the outward journey (date, time)? _____
 In case of flights, landing time abroad

When was the border crossed on the return journey (date, time)? _____
 In case of flights, landing time in Germany

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: _____

Please also fill in the second page.

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 €75.60 per night (incl. breakfast), 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:

Meals

Were cost-free meals offered during the journey/flight? Put a cross where appropriate (must be a hot, nutritious meal including a drink).

- Outward journey: Early Lunchtime Evening
- Return journey: Early Lunchtime Evening
- Other: Early Lunchtime Evening

Calculation of daily allowance (to be completed by SC H):

Was breakfast included in the price of the hotel? Yes, for every night stayed No
 On the following days:

Were cost-free meals offered during your stay by the event organiser or by third parties?

Breakfast: Yes, every day No On the following days:

Lunchtime: Yes, every day No On the following days:

Evening: Yes, every day No On the following days:

Only in the case of journeys abroad: Did you eat lunch in a canteen or a student refectory? Yes No

Explanations (where necessary):

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:

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

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.

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