

Statement Of Travel Expenses

Name, First Name(s)	Position	
Faculty/Institution	Place of employment	
Place of residence, Street	Distance between residence and office: _____ km	Office phone number

Account No / IBAN	Bank code number / BIC	Bank
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I am in receipt of a part payment of €:	I am in receipt of third-party financial support of €:
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I affirm that the details of this statement are accurate and represent the actual costs incurred.

(Date, Signature)

Travel dates:

Description of business			
Outward journey on:	Time:	Departure from:	Outward journey to:
Border crossing (in case of air travel: landing at destination airport)			
Date:		Time:	
Start of business at destination:		End of business:	
Date:	Time:	Date:	Time:
Border crossing (in case of air travel: landing at first German airport)			
Date:		Time:	
Return on:	Departure from:	to:	Time:

Detailed list of expenses (originals of receipts are enclosed)

Railway: €	Other public transport: €	Taxi: €	Flight: €
Private car: _____ km	Transport of relevant academic luggage: _____ km		
Other persons transported in own car:		Passenger in the car of (name):	
Name: _____ km			
Name: _____ insges. mitgen. _____ km			
Accommodation and board: Free or included in conference fee, or gratis food on flight at several days:			
Date: _____	Breakf. <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Accom. <input type="checkbox"/>	Date: _____	Breakf. <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Accom. <input type="checkbox"/>
Date: _____	Breakf. <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Accom. <input type="checkbox"/>	Date: _____	Breakf. <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Accom. <input type="checkbox"/>
in the period: from: _____ to: _____		Breakf. <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Accom. <input type="checkbox"/>	
Overnight stay in own flat/apartment in or outside destination location:			
on: _____		or from: _____ to: _____	
Accommodation expenses: €		Total of other expenses (e.g. conference fee): €	
Reasons for the use of taxis, phone calls, accommodation costs of more than € 50/80, other expenses (please use separate sheet where necessary):			