

FORM (for travel expenses of

Description of travel
in chronological order, giving mode of transport, accommodation, (officially) provided catering etc.

Last name, first name

Secr.:

Description of travel			Do not fill in		Travel costs						Additional expenses ⁴⁾	
			No. of days		Type and class of train or category of ship paid for	a) train ticket		a) Surcharge for EC, IC, D, FD trains		Public transfer (e.g. subway, tram, bus)		Long distance
Year 20.....	Time a) start b) finish	Access ¹⁾ Departure, arrival ⁽³⁾ Beginning ²⁾ , short description and end of official business ²⁾ Start & end of return journey ⁽²⁾⁽³⁾ ; Finish ¹⁾	Domestic			Abroad		b) air ticket	b) Seat reserv.		€	
Day			Month		Per diem	Accommodation allowance	Per diem	Accommodation allowance	c) sleeping car voucher	c) Luggage		km
1	2	3	4	5	6	7	8	9	10	11	12	13
Total:												

Declaration on unavailability of hotel expenses

Reason for using any modes of transport not travelling according to a regular schedule (e.g. Taxis)

Declaration on the costs incurred

all costs are exclusively work-related Additional expenses to the amount of € _____ are work-related