

Ludwig-Maximilians-Universität München

Application for the reimbursement of travel costs (please submit within six months of the end of the trip)

Title, surname	<input type="text"/>	First name	<input type="text"/>
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Notes: Please submit original receipts wherever possible. Collate multiple small receipts on an A4 page. In the event of any open reimbursements by third parties, please contact Unit II.7 before the expiry of the limitation period (six months).

1. General information

<input type="checkbox"/> I have received an advance of € <input type="text"/> for this trip.
<input type="checkbox"/> I have received an expense allowance from a further party totaling € <input type="text"/> for this trip.
<input type="checkbox"/> At the time of the business trip I was in receipt of severance pay.
<input type="checkbox"/> Duration of a private stay connected with the trip from <input type="text"/> to <input type="text"/>

2. Duration and itinerary of trip (where relevant use a further sheet for additional explanations)

Departure (date, time)	at
<input type="text"/> : (24h clock)	<input type="radio"/> Department <input type="radio"/> Residence <input type="radio"/> <input type="text"/>
Arrival (date, time)	in (place of business)
<input type="text"/> : (24h clock)	<input type="text"/>
Start of official business (date, time)	End of official business (date, time)
<input type="text"/> : (24h clock)	<input type="text"/> : (24h clock)
Departure (date, time)	in (place of business)
<input type="text"/> : (24h clock)	<input type="text"/>
Arrival (date, time)	at
<input type="text"/> : (24h clock)	<input type="radio"/> Department <input type="radio"/> Residence <input type="radio"/> <input type="text"/>

3. Information on food provided for official purposes at no charge (included in conference fee, flight price etc.)

<input type="checkbox"/> Breakfast	from	<input type="text"/>	to	<input type="text"/>	on	<input type="text"/>
<input type="checkbox"/> Lunch	from	<input type="text"/>	to	<input type="text"/>	on	<input type="text"/>
<input type="checkbox"/> Dinner	from	<input type="text"/>	to	<input type="text"/>	on	<input type="text"/>

Note:	<input type="text"/>
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4. Information on accommodation (where relevant use an additional sheet for further explanations)

<input type="checkbox"/> Accommodation costs (please note the information on the reverse of the travel approval) – number of receipts: <input type="text"/>						
Justification for exceeding the cap: <input type="text"/>						
<input type="checkbox"/> Free accommodation was provided	from	<input type="text"/>	to	<input type="text"/>	on	<input type="text"/>
<input type="checkbox"/> Accommodation at place of residence (e.g. in own home, second home)	from	<input type="text"/>	to	<input type="text"/>	on	<input type="text"/>
<input type="checkbox"/> Overnight stay without documentary proof (e.g. with friends, relatives):	from	<input type="text"/>	to	<input type="text"/>	on	<input type="text"/>

Note:	<input type="text"/>
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5. Travel costs (where relevant use a further sheet for additional explanations)		number of receipts
<input type="checkbox"/> Deutsche Bahn <input type="checkbox"/> Electronic DB ticket (receipt/s not validated)		<input type="text"/>
<input type="checkbox"/> Plane (boarding card not required, enter any food under point 3)		<input type="text"/>
<input type="checkbox"/> Public transport (bus, local trains etc.)		<input type="text"/>
<input type="checkbox"/> Taxi (please enter reasons) <input type="text"/>		<input type="text"/>
<input type="checkbox"/> Hire car (please enter reasons) <input type="text"/>		<input type="text"/>
<input type="checkbox"/> Other <input type="text"/>		<input type="text"/>
<input type="checkbox"/> Own vehicle used (km traveled in own car <input type="text"/> Motorcycle <input type="text"/> Moped/autocycle <input type="text"/> Bicycle <input type="text"/>)		
<input type="checkbox"/> Passengers		
Name/department <input type="text"/>	Car (km) <input type="text"/> Motorcycle (km) <input type="text"/>	
Name/department <input type="text"/>	Car (km) <input type="text"/>	
Name/department <input type="text"/>	Car (km) <input type="text"/>	
Name/department <input type="text"/>	Car (km) <input type="text"/>	

6. Ancillary costs (where relevant use a further sheet for additional explanations)		number of receipts
<input type="checkbox"/> Conference/congress fee		<input type="text"/>
<input type="checkbox"/> Telephone/Internet charges (only work-related portion)		<input type="text"/>
<input type="checkbox"/> Fuel costs (only for use of rental car)		<input type="text"/>
<input type="checkbox"/> Other (vignettes, tolls, ferries for recognized valid reasons)		<input type="text"/>
<input type="checkbox"/> Other <input type="text"/>		<input type="text"/>
<input type="checkbox"/> Other <input type="text"/>		<input type="text"/>
<input type="checkbox"/> Other <input type="text"/>		<input type="text"/>

7. Additional notes on the trip (where relevant use a further sheet for additional explanations)

PLEASE ENCLOSE TRAVEL APPROVAL AND REQUEST SETTLEMENT WITHIN SIX MONTHS

I guarantee the accuracy and completeness of my information. The requested costs were actually incurred by me.

Please send the travel cost statement to my work e-mail address:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Place	Date	Traveler's signature