



Application for the reimbursement of travel costs

(please submit to Unit II.7 within six months of the end of the trip)

Surname:	First Name:
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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

I have received an advance of € _____ for this trip.
I have received an expense allowance from a further party totaling € _____ for this trip.
At the time of the business trip I was in receipt of severance pay.
Duration of a private stay connected with the trip from _____ to _____.

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

Departure (date, time)	at		
on	at	Department	Residence
Arrival (date, time)	in (place of business)		
on	at		
Start of official business (date, time)	End of official business (date, time)		
on	at	on	at
Departure (date, time)	in (place of business)		
on	at		
Arrival (date, time)	at		
on	at	Department	Residence

3. Information on food provided for official purposes at no charge (included in conference fee, flight price etc.) (where relevant use an additional sheet for further explanation)

Breakfast	from	to	on
Lunch	from	to	on
Dinner	from	to	on
Note:			

4. Information on accommodation (where relevant use an additional sheet for further explanation)

Accommodation costs (please note the information on the reverse of the travel approval) Exceeding the cap must be justified under the item Note.			Number of receipts:
Free accommodation was provided	from	to	on
Accommodation at place of residence (e.g. in own home, second home)	from	to	on
Overnight stay without documentary proof (e.g. with friends, relatives)	from	to	on
Note:			

5. Travel costs (where relevant use a further sheet for additional explanations)

Booking with onesto

Number of receipts

Train			
Plane (Boarding pass not required, enter any food under point 3)			
Rental car (please enter reasons)			
Public transport (bus, local trains etc.)			
Taxi (please enter reasons)			
Other			
Own vehicle used (km travelled in own car	Motorcycle	Moped/autocycle	Bicycle)
Passengers			
Name/ Department	Car (km)	Motorcycle (km)	
Name/ Department	Car (km)	Motorcycle (km)	
Name/ Department	Car (km)	Motorcycle (km)	
Name/ Department	Car (km)	Motorcycle (km)	

6. Ancillary costs (where relevant use a further sheet for additional explanations)

Number of receipts

Conference/congress fee	
Telephone/Internet charges (only work-related portion)	
Fuel costs (only for use of rental car)	
Other (vignettes, tolls, ferries for recognized valid reasons)	
Other	
Other	
Other	

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

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**PLEASE ENCLOSE TRAVEL APPROVAL AND ONESTO RECEIPTS
REQUEST SETTLEMENT WITHIN 6 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:

Place	Date	Traveler's signature
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