

Attachment to travel expense report/ Description of itinerary

Family name, first name	Travel destination	Telephone number
Further home addresses <input type="checkbox"/> no <input type="checkbox"/> yes, in (country, city)		

Did HU cover any travel expenses in advance? <input type="checkbox"/> no <input type="checkbox"/> yes:			
<input type="checkbox"/> Transportation tickets	<input type="checkbox"/> Hotel	<input type="checkbox"/> Conference fees	<input type="checkbox"/> Car rental

Beginning of travel Date _____ Time _____ <input type="checkbox"/> from apartment <input type="checkbox"/> from office Transportation means: _____ Arrival Date _____ Time _____	Working period* Beginning of working period: Date _____ Time _____ End of working period: Date _____ Time _____ Transportation means used during the stay: _____ _____	Return trip Date _____ Time _____ to _____ Transportation means: _____ Arrival <input type="checkbox"/> at apartment <input type="checkbox"/> at office Date _____ Time _____
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* For any additional information (change of location, private vacation, etc.) please add an extra sheet of paper.

List of expenses

No.	For distance compensation, please insert total kms PKW Kat. I <input type="checkbox"/> Kat. II <input type="checkbox"/>			km _____
	Date	Receipt for	Amount	Necessary explanations
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Further details

1. Meals

a.) I received meals that were provided for free in connection with this travel, or were included in the flight ticket, the accomodation costs or conference fees. yes no

If yes: I received the following free meals in connection with this travel:

date _____	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
date _____	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
date _____	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
date _____ - _____	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner

b) Lunch was taken in a cafeteria (concerns only travels abroad). yes no

2. Accommodation

a) I received free accommodation. yes no

It was included in reimbursable fees (e.g. conference fees). yes no

I request the payment of the lump sum for accommodation. Why? * yes no

* **Explanation:** _____

b) Explanation for accommodation costs that exceed the maximum rate according to Bundesreisekostengesetz (60 Euros within Germany; for foreign countries refer to table available on the internet).
For accomodation costs that amount to more than double of the maximum rate, a detailed explanation on an extra sheet of paper is necessary.

Explanation: _____

3. Private car usage

a) I took as fellow passengers with me in my car: _____

b) I was a fellow passegher in the car of: _____

4. Declaration on participation in bonus programmes of airlines or Deutsche Bahn

I participate in bonus programmes and hereby confirm, that I will use the resulting benefits only in relation to my work: yes no

I possess a BahnCard. yes no

5. Car rental or taxi usage

Reimbursement for car rental or taxis is only possible in justified special cases.

The usage of a rented car must have been permitted before the travel (in written form).

A lack of familiarity with the local transportation options or dirty weather do not suffice as justifications.

Explanation for taxi: _____

Explanation for rented car: _____

6. Remarks

- Travel costs, accomodation costs and additional costs need receipts for reimbursement. Attach them!
- Cancellation and rebooking fees need to be justified.
- Foreign receipts have to be translated and explained contentwise if necessary.
- For travels abroad, please confirm the currency exchange rate in some way.

I confirm the correctness and completeness of the information I gave. I will not claim the above costs from any other agency.

Place _____ Date _____ Signature _____