

Travel expenses claim



Surname, First Name, Address								Datum	
Department / Cost center code			Bank Details IBAN: SWIFT/BIC:				Name of Bank: BLZ: Account Number:		
Purpose of Travel / Destination									
The DRFZ will be reimbursed for all travel costs by (if yes, pls. specify):									
Mode of transport		Travel to ¹⁾		Travel costs incl. additional fees		return			
1. Train		<input type="checkbox"/>				<input type="checkbox"/>			
2. Airplane		<input type="checkbox"/>				<input type="checkbox"/>			
3. Vehicle ²⁾		<input type="checkbox"/>				<input type="checkbox"/>			
Start of travel ³⁾				End of travel ⁴⁾		Start of Business		End of Business	
Date	Time	From	To	Date	Time	Date	Time	Date	Time
Hotel expenses									
Additional expenses (i.e. bus, tram etc.)									
Miscellaneous expenses (i.e. registration fee etc.)									
Have you received a professional fee? If yes, please submit amount and source									
No Yes Further travel details¹⁾ <input type="checkbox"/> <input type="checkbox"/> 1. I combined a business trip and vacation (if yes, please name destination and duration of vacation as well as date of start of vacation and return to work)) <input type="checkbox"/> <input type="checkbox"/> 2. I became ill during the business trip <input type="checkbox"/> <input type="checkbox"/> 3. I received professional fees from a third party (pls. specify) <input type="checkbox"/> <input type="checkbox"/> 4. Catering free of charge (i.e. canteen etc.) was offered (please add date and specify (i.e. breakfast etc.)) <input type="checkbox"/> <input type="checkbox"/> 5. I used a bonus programme (i.e. frequent flyer and/or Deutsche Bahn). If yes, please specify which programme. Please note that miles accrued during business trips must be used for business purposes only <input type="checkbox"/> <input type="checkbox"/> 6. Are you a beneficiary of reduced travel costs (i.e. disability)? <input type="checkbox"/> <input type="checkbox"/> 7. Meals provided were included in the fare paid for the trip <input type="checkbox"/> <input type="checkbox"/> 8. I was provided a ticket (flight/train) prior to start of trip (please specify) <input type="checkbox"/> <input type="checkbox"/> 9. I received an advance of € _____									
I hereby confirm the accuracy of the information given above and attached all receipts accordingly.									
Applicant (signature)									

¹⁾ Zutreffendes bitte ankreuzen. Falls Platz nicht ausreicht, zusätzliche Erläuterungen auf einer Anlage vornehmen.

²⁾ Namen der Mitfahrer angeben

³⁾ Angabe der tatsächlichen Abfahrt an der Wohnung bzw. Dienststelle

⁴⁾ Angabe der tatsächlichen Ankunft an der Wohnung bzw. Dienststelle