



**Only fully filled out forms can be processed. The shaded fields on the front must be filled in as well. The claim to reimbursement of travel expenses expires if it is not asserted within six months (Section 3 (5) BayRKG).**

Travel expenses report		<i>(please enclose all original receipts and the original business travel authorisation )</i>					
Journey from office or		<input type="checkbox"/> home		<input type="checkbox"/> other location:			
by <input type="checkbox"/> train		<input type="checkbox"/> own car		<input type="checkbox"/> flight		<input type="checkbox"/>	
on		at		h		Destination:	
Arrival date		at		h		<i>(Please enclose additional sheet if more than one location).</i>	
Travel abroad: border crossing or landing at first airport in destination country on						at	
Start of work/official business at the <b>destination</b> (date):						at	
End of work/official business at the <b>destination</b> (date):						at	
Return journey to		<input type="checkbox"/> train		<input type="checkbox"/> own car		<input type="checkbox"/> flight	
on		at		h		Arrival date	
						at	
<b>1 a. Daily allowance</b>		<input type="checkbox"/> daily allowance waived		<input type="checkbox"/> personal visit		days	
<b>Only for flights:</b>		<input type="checkbox"/> <b>No</b> meals were offered during the flight.					
<b>Only for travel abroad:</b>		<input type="checkbox"/> Eating at a staff canteen was an option.					
<b>1 b. Free meals/meals during flights</b>		<i>(please fill in date and cross as appropriate – even when waiving the daily allowance):</i>					
from/on		Morning	Lunch	Evening	Incl. in participation fee	Paid/booked by FAU.	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Overnight accommodation</b>		<input type="checkbox"/> already paid by:					
Nights with accommodation allowance:							
<input type="checkbox"/> Per diem or		<input type="checkbox"/> invoice:		EUR		<input type="checkbox"/> Breakfast was <b>not</b> included in the price	
<input type="checkbox"/> It was necessary to book accommodation that exceeded the accommodation rates for official reasons (e.g. hotel needed to be in close proximity to place of business; in order to save high travel costs; less expensive accommodation unavailable).							
<input type="checkbox"/> Accommodation in own flat (also secondary residence) in		on:					
<input type="checkbox"/> Free accommodation (e.g. invitation by project partner) on (date):							
<b>3. Transportation costs (good reasons must given for the use of taxis)</b>							
Train:		EUR		Public transport:		EUR	
Hire car:		EUR		Other mode of transport/taxi:		EUR	
Flight:		EUR		other:			
Private vehicle:		<input type="checkbox"/> Car		<input type="checkbox"/> Motorcycle		<input type="checkbox"/> Moped	
		<input type="checkbox"/> Bicycle		km driven:			
<input type="checkbox"/> If there were legitimate reasons for using a taxi/private vehicle (also when going to the airport), flying business class or reserving a seat on the plane please include a separate sheet stating why this was necessary for business							
<b>Car pool compensation: employees taken on business trips in your car (employees of the Free State of Bavaria only):</b>							
Name(s):						km	
Name(s):						km	
<b>4. Additional expenses</b> Please state your reasons for buying a BahnCard Business and for business-related use of tele-phones/Internet. Add extra page if necessary. Please enter this information even if your department paid these expenses in advance.							
		EUR					
		EUR					
		EUR					
<b>5. <input type="checkbox"/> Partial payment received (please attach a copy of the payment receipt)</b>		EUR					
<b>6. <input type="checkbox"/> Costs were paid directly by the department or a third-party. (please attach receipts)</b>		EUR					
I confirm that the above information is correct. The expenses I have stated above were in fact incurred.							
Erlangen/Nuremberg,		..... Signature					