

# Business Travel Expense Report (a single copy suffices)

**Surname, Name**

**Division/Department:**

Business travel authorization form attached

General approval was granted

External personnel

1	<b>Departure</b> day/month/year    time    from			Itinerary (please list destinations)	<b>Business</b> Beginning    End day/month/year    day/month/year		Daily return? <input type="checkbox"/> yes (please indicate your daily itinerary)  <input type="checkbox"/> no
	<input type="checkbox"/> home <input type="checkbox"/> office <input type="checkbox"/> _____ (other)						
1	<b>Return</b> day/month/year    time    to						
	<input type="checkbox"/> home <input type="checkbox"/> office <input type="checkbox"/> _____ (other)						
<b>For international travel: Please indicate times of boarder crossings in local time</b>							
2	from (country)*	to (country)*	destination airport	time of boarder crossing, in case of air travel indicate arrival time day/month/year	time	* Please list stopover airports in case the stopover exceeded 2 hours.	
<b>The division/department accounted for the following expenses:</b>							
3	<input type="checkbox"/> an advance for me _____ €		<input type="checkbox"/> air travel _____ €		<input type="checkbox"/> rail travel _____ €		
	<input type="checkbox"/> attendance fees _____ €		<input type="checkbox"/> hotel _____ €		<input type="checkbox"/> _____ (other) _____ €		
<b>I accounted for the following expenses:</b>							
4	<input type="checkbox"/> bus/tram _____ €		<input type="checkbox"/> rail travel _____ €		<input type="checkbox"/> other means of transport _____ €		
	<input type="checkbox"/> taxi _____ €		<input type="checkbox"/> air travel _____ €		<input type="checkbox"/> internet fees (business purposes) _____ €		
	<input type="checkbox"/> attendance fees _____ €		<input type="checkbox"/> hotel _____ €		<input type="checkbox"/> _____ (other) _____ €		
<b>Details regarding transportation:</b>							
5	<input type="checkbox"/> personal vehicle _____ km (round trip)			<input type="checkbox"/> bicycle _____ km (round trip)			
	<input type="checkbox"/> no approved reason <input type="checkbox"/> reason as listed in travel authorization form			<input type="checkbox"/> official car			
	<input type="checkbox"/> I traveled with _____						
	<b>Reasons for taxi costs must be indicated. Reasons:</b>				<b>Other reasons/means of transport:</b>		
<input type="checkbox"/> destination could not/hardly be reached by means of public transport <input type="checkbox"/> business was time-sensitive <input type="checkbox"/> use of public transport was unacceptable due to heavy luggage (such as files) <input type="checkbox"/> other reasons (please indicate):							
<b>Reimbursement for taking along fellow business travelers</b>							
6	Number of fellow travelers	km	Names of fellow travelers and their divisions/departments			Luggage over 50kg kg    for    km	
<b>7 External funding (monetary or in-kind) that will count against travel expense reimbursements.</b>							
7.1	Free board also that included in air travel expenses, attendance fees and hotel bills		<input type="checkbox"/> breakfast _____ times dates		<input type="checkbox"/> lunch _____ times dates		<input type="checkbox"/> dinner _____ times dates
			<input type="checkbox"/> included in attendance fees _____ from/to		<input type="checkbox"/> covered by the organizers _____ from/to		
7.2	Free lodging						
7.3	Honorarium		<input type="checkbox"/> yes _____ € thereof destined or travel expenses:		<input type="checkbox"/> _____ €		
7.4	Other reimbursements/grants/own contributions		<input type="checkbox"/> yes Please indicate amounts, type and sponsor.				
<b>8 Application for increase of lodging reimbursement:</b>							
8	<b>Reason for choice of accommodation:</b>						
	<input type="checkbox"/> conference hotel, attendance of meetings and networking with other participants						
	<input type="checkbox"/> increased hotel rates due to trade fair taking place at destination city						
	<input type="checkbox"/> despite efforts (3 inquiries) cheaper rates were not available in the area						
<input type="checkbox"/> other reasons (please indicate):							
<b>9 Other:</b>							
<b>10 Bank transfer to:</b> IBAN _____ BIC _____ <b>Please make sure to always indicate your bank details!</b>							
11	I hereby confirm the accuracy and the completeness of the information provided above. I have indicated any external funding received.			<b>Confirmation of factual accuracy - sachlich richtig</b>			
	Date	Signature of applicant					
			Signature, titel/remuneration bracket				