Travel expenses report for business trips

To

Dezernat D

Abteilung D 3

Goethestraße 58

35390 Gießen

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| no. of cost centre: | no. of project: |  | I have received an **advance payment** of: |
|  |  |
|  |  |  | Euro |
| fiscal year  department | |  |

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| **Standing data** | | |
| Surname, given name | | |
| External person (no employee of JLU Giessen) | | |
| SAP-Staff-No. | Phone | E-mail |
| Place of employment | | Residence |
| Business trip  permitted  ordered by:  I have a general travel allowance  **Please enclose the general travel allowance!** | | |
| **Trip purpose** | | |

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| **Bank account** (only for non-employees of JLU Giessen) | |
| Cash transfer  Payment by cheque | |
| IBAN | BIC of bank |

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| **Date and Time** | **Start of trip** |
| Date of departure:  Weekday (Mo-Su):  Time of departure:  Start of first official assignment:  Date:  Time: | from (location/country):    to (location/ country):    Departure from:  department  home  others |
| **Date and Time** | **End of trip** |
| End of official assignment  Date:  Time:  Time of departure from foreign country:  Date of arrival:  Weekday (Mo-Su):  Time of arrival: | from (location/ country):    to (location/ country):    Arrival at:  department  home  others  Reason for late return after end of last official assignment: |

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| **Stopovers / itinerary** (e.g. several stopovers during whole period of business trip) |
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Please mark with a cross and fill in:

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| **I request payment of my per diem allowance** | | |
| Have you received gratuitous meals?  no /  yes  If yes, please cross as appropriate: | | |
| Breakfast:  Lunch:  Dinner: | no  no  no | yes, Date:  yes, Date:  yes, Date: |
| For the following days I do not request per diem allowance because I spent the days for private reasons (e.g. vacation): | | |

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| **I request an accommodation allowance (e.g. hotel costs)** |
| lump sum for accomodation  accomodation costs:  Euro (please attach bills and receipts)  I used the hotel room on my own  yes /  no  officially shared with  **Reason for hotel costs exceeding 80,00 € per night in Germany**  conference hotel  location in a metropolitan area  no cheaper accommodation possible  cheaper accommodations all booked up  other reasons (please clearify): |
| The following nights are payed by myself (e.g. personal travel / private vacation): |

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| **I request travel expenses** | | | | |
| **Since 2018 all employees of Hessen are requested to use the „Landesticket“ to reduce expenditures.**  **More information:** [**Homepage Dezernat C**](https://www.uni-giessen.de/org/admin/dez/c/fi/filt) | | | | |
| **When using a regular means of transport, the economic efficiency of the transport must be checked on**  **days of the business trip booking. Environmental and climate protection aspects must also be taken into account.** | | | | |
| **Public transport** | | | | |
| payed by myself | already payed by JLU Giessen | payed by third party | | |
| **Train**  Euro  **Bus**  Euro  **Suburban or underground railway**  Euro | | | | |
| Owner of a **BahnCard**?  no /  yes  If applicable, please specify the Bahn Card  BC 25  BC 50  BC 100  More Information: [Homepage Dezernat D](https://www.uni-giessen.de/org/admin/dez/d/2/reisekosten_jlu_intern/bahncard) | | | 🛈 | A private BahnCard must be used for business trips. |

Please mark with a cross and fill in:

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| **Flight** | | | | | | | | | | |
| payed by myself | already payed by JLU Giessen | | | | | | payed by third party | | | |
| Amount of total expenses:  Euro | | | | | | | | | | |
| Meals provides during flight: | | no / | | | yes | | | |  | |
| If yes,cross as appropriate: | | | | | Breakfast (quantity:)  Lunch (quantity:)  Dinner (quantity:) | | | | |  |
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| **Motor vehicle** | | | | | | | | | | |
| Trip with **private vehicle**  approved by: | | | Car used without good reason  Car used because of good reason | | | | | Motorcycle used without good reason  Motorcycle used because of good reason | | |
| Distance driven with private vehicle: | | | | | | | | | | |
| Total amount of kilometers driven with private vehicle:  km | | | | | | | | | | |
| Number of passengers officially travelled with me: | | | | | | | | | | |
| Name of passenger:  travelled with me:  km  Name of passenger:  travelled with me:  km  Name of passenger:  travelled with me:  km | | | | | | | | | | |
| Trip with **company car** | | | | | **Please note:**  **petrol receipts for company cars must be submitted to Dezernat E.** | | | | | |
| Trip with **taxi / rental motor vehicle** (please mark reason below) | | | | | | | | | | |
| **Reason for using private or rental motor vehicle or taxi**  Cross as appropriate (multiple selections possible)  The principal means of transportation could otherwise not have been reached.  The location oft he official business could not otherwise have been reached or reached in time.  Bulky or heavy luggage was being transported.  For mandatory personal reasons (e.g. heavy disability or childcare for children under 12 years or in need of care of family members) the usage of public transport was not appropriate.  Other reasons: | | | | | | | | | | |
| **I request a refund for other costs** (e.g. attendance fees, etc.)  Please attach all **original** receipts. | | | | | | | | | | |
| **Category** | | | | **Amount (Euro)** | | **Reason** | | | | |
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| **Please fill in any further comments:** |
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| **I request a reimbursement of:       Euro** |

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| I am aware of the content of the travel expenses report and notes overleaf and I affirm the accuracy and completeness of the information given above. | | countersigned: |
| Signature of supervisor  (responsible for budget) |
| Date | Signature of the business traveller |

**Notes**

1. In the case of business trips within Germany, the course of the business trip shall be presented separately by calendar days. The beginning and end of the business trip must be indicated

for each individual business location. In the case of business trips abroad, the time of the border crossing has to be indicated exactly at the time of the outward journey and the return journey. Similarly, for business trips abroad, the times of crossing the border from one country to another has to be specified.

2. If business trips are combined with private trips (vacation trips), the travel expenses pursuant to § 14 (1) HRKG shall be calculated as

only the business trip would have been carried out. If the business trip is combined with a vacation of more than 5 working days, only those costs will be regarded that would have arisen during the business trip.

3. Travel expenses for travelling between home or office and the railroad station, airport, etc. as well as necessary expenses for

rides at the place of business are to be listed separately; the necessity of using other than regularly

means of transport (e.g. cab and rental car) must be justified. If the business trip is begun or ended at your home, reimbursement will be calculated as if you had begun or ended your trip at your working place.

4. As additional costs are considered e.g. the expenses for: taking or sending of official or personal luggage, ordering

of hotel rooms or bed tickets, luggage storage, tickets for official visits to events, mail, telegram

and telephone charges incurred in connection with the service business. Not to the additional expenses belong e.g. expenses for the usual

travel equipment, depreciation through use of clothes and suitcases, premiums for travel cancellation/foreign health/accident insurance, tips,

expenses for daily newspapers, city maps etc.

5. The reimbursement of travel expenses must be applied for within a cut-off period of 6 months. The period begins with the day after the end of the business trip (further education or training trip) or the short business trip.

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| **Appendix to travel expenses report** (e.g. single documents) |