

Ms Doe's business trip:

Departure on 1.1. starting from her apartment. Jane has a BVG ticket and used it to get to the trainstation. From there, she took a train to Musterhausen. From the station in Musterhausen, Jane took the bus to her hotel. In Musterhausen, Jane attended a conference and had to spend 4 nights in the hotel. Breakfast was included in the fee for the room. There were, apart from some coffee and cake in the afternoon, no meals at the conference. After the conference, Jane took the train back home.

University Management of Freie Universität Berlin
Personnel Office - I A -



This statement must be presented to the party responsible for resources/the cost center before being forwarded to the travel expense office (Reisekostenstelle) for all travel. Statements submitted without this information will not be processed.

Received, I A

Travel Expense Statement

Please check where applicable

1 General information

First and last name: Jane Doe Employment status: (Employee? Scholarship recipient?) Staff ID No.: 12345

Home address: Full address, including postal code PSP Element: _____

Agency or unit (department, Central Institute, Central Service, site of employment): FB XYZ, Street XY FU App.: _____

I have already been paid the following for this trip: No advance/prepayment an advance/prepayment in the amount of _____ Home tel.: _____

Payment of the sum to be reimbursed: I do not have an account for payment of my salary (Gehalt) For all employees employees to the account designated by the following account: _____ e-mail address: jane.d@fu-berlin.de

Account number: _____ Bank routing number: _____ Financial institution: _____

IBAN-number: DE12 3456 ... BIC: XXXXXX

2 Travel itinerary information (For travel abroad with multiple destinations, please also enclose Appendix 1 to the Travel Expense Statement)

Start of business travel: from home from the workplace from another location Date: 1.1.15 Time: 10:00 Destination: Musterhausen

Arrival at other business location: Date: 1.1.15 Time: 12:00 City or town, country: _____ Postal code (if domestic): 12345

Start of work at business location: Date: 1.1.15 Time: 15:00 Reason for travel: _____

End of work at business location: Date: 5.1.15 Time: 12:00 Conference XYZ

Start of return travel from other business location: Date: 5.1.15 Time: 13:00

Start of business travel: at home at the workplace at another location Date: 5.1.15 Time: 15:00 Business travel with approval/upon orders from: 10.10.14

3 Connection with private travel

Was the business trip connected with a private stay or vacation? No Yes Vacation destination / location of stay: _____

Start and end: _____

4 Meals

I received meals free of charge in connection with this trip: Breakfast: No Yes date: _____ Lunch: No Yes date: _____ Dinner: No Yes date: _____

For business travel abroad only: I ate lunch at a canteen or staff lunchroom: No Yes date: _____

5 Overnight accommodations

I received overnight accommodations free of charge in connection with this trip: Actual overnight accommodation charges from 1.1.15 until 4.1.15 222€ No Yes date: _____ Private accommodations Third party

Breakfast included? No Yes date: 2-5.1

Reason for hotel expenses in excess of BRKG/ARV rates: _____

I spent the night at my place of residence (second home): No Yes date: _____

See explanatory information. This also includes full meals provided at no charge while in transit (on board trains or planes) by the organizer or other third parties. Please contact the travel expense office if you have any questions or are not sure how to answer.

Please remember to choose an option!

Please fill in IBAN and BIC regardless of whether you're an employees or not

If yes, please fill in comprehensively and in accordance with dates in "2"

this box is missing, please fill it in later!

Please remember to choose an option even if it's "no"

6 Mode of transportation

I was reimbursed for fares in connection with this trip (e.g., by the organizer) No Yes

Modes of transportation used (for outbound and return travel as well as any travel that may have been necessary for business-related reasons at the business site)

Regularly scheduled mode of transportation Company or official car Plane Ship

Passenger in car of: _____ Other mode of transportation: _____

Private vehicle ▶ License plate number: _____ Kilometers driven: _____

Passengers taken along in private vehicle ▶ Name(s): _____

Reason for use of Private vehicle Plane Taxi Rental car

I possess a monthly pass for the VBB No Yes ▶▶ _____ (please indicate fee)

I possess a BahnCard (BC) No Yes ▶▶ BC25 BC50 BC100

I participated in a bonus program for my flight/train trip:
 No Yes ▶▶ I hereby state that I will use the bonuses granted to me for business-related purposes only.

7 List of all expenditures (attach separate page if necessary)

Type of expense	Amount / currency	Remarks
Train tickets there/back	100€	
Hotel	222€	
Bus from trainstation to hotel and back	8€	
Conference fee	170€	

Don't forget your signature!

Be aware that we have to get this form within 6 months!

Only for travel abroad with multiple travel destinations: Appendix 1 to the Travel Expense Statement is attached.

I affirm that the information I have provided herein is complete and accurate. I did in fact incur the costs listed herein, in the amounts thereof listed herein. Any meals and accommodations that may have been granted to me free of charge, as well as reimbursements provided by third parties, in connection with my trip are listed. I agree to keep all receipts for the expenses I have claimed herein for no less than six months after submission of this application and to present the originals thereof to the billing office upon request. I have been informed that reimbursement may be denied for any expenses I have claimed if the billing office requests receipts for those expenses and I do not submit such receipts within three months after the request. I have taken note of the explanatory information on the travel expense statement.

1.2.15 _____ Jane Doe
 Date Applicant's signature

The below information is for use by the party responsible for resources/the cost center only.

Decision by the party responsible for resources/the cost center with regard to calculation and payment of the travel expenses

Name: _____ Financing based on: _____

Administrative manager or project manager or head of the collaborative research center or holder of suspense account

Cost center or project number (or suspense account)

In the case of externally funded travel: I request reconciliation (calculation, posting, and disbursement) of travel expenses by the travel expense office

according to BRKG rates

according to DAAD rates

according to other terms and conditions

Name of party providing funding: _____

Additional participants in travel: _____

Prepayments (advance payments, transfers to travel agencies, etc.) that are to be taken into account during reconciliation:

No prepayments

Prepayments as follows: _____

the guidelines have already been submitted to you are attached

Funds are available for the disbursement of the travel expenses

The disbursement should be limited to not more than _____ €

_____ Date Signature, name: Party responsible for resources/the cost center

³ Verkehrsverbund Berlin-Brandenburg (also see information on the Job Ticket)

Appendix:

- train ticket (copy or original) and respective bank statement
- hotel invoice and respective bank statement
- bus tickets, glued down, originals
- invoice conference fee and respective bank statement