

An

Eingangsvermerk Dez. 3.6

**Dez. 3.6 – Reisekostenstelle  
44780 Bochum**

**Travel expense claim**

Reimbursement according to <input type="checkbox"/> Landesreisekostenrecht (LRKG) <input type="checkbox"/> Bundesreisekostenrecht (BRKG)	Finanzstelle: [ ] Dezentrales Budget: [ ] Sachkonto: 68500000
Last Name, First Name of traveler: [ ]	Email: [ ]
Department / Institute: [ ]	Phone Number: [ ]
Complete private Adress: [ ] [ ]	Distance between place of residence and place of employment:  km
The business trip was approved according to <input type="checkbox"/> Approval of business trip form from [ ] (see attachment) <input type="checkbox"/> general approval of business trip (see copy attached) <input type="checkbox"/> The traveler is not employed at RUB. If yes, please specify the reason for reimbursement of the travel expenses: [ ]	
I received from RUB <input type="checkbox"/> a single payment: [ ] € <input type="checkbox"/> an advance payment: [ ] €	From another party I received <input type="checkbox"/> a subsidy: [ ] € <input type="checkbox"/> a remuneration: [ ] €
I apply for reimbursement to the following bank account: IBAN: [ ] BIC/SWIFT: [ ] Kreditinstitut: [ ] if Postbank - City: [ ]	
I confirm that the data I specified is correct. The expenses I specified really incurred. Supporting documents (e.g. invoices) are attached. The travel was not done within a secondary employment.	
City, Date [ ]	Signature of traveler

**Cost calculation – to be filled in by Dez. 3 – Reisekostenstelle**

Reisekostenvergütung:

Als Abschlag / Einmalzahlung bereits erhalten:

**Auszahlungsbetrag:**

Bochum, den

Rechnerisch richtig

Bochum, den

Sachlich richtig

<b>Destination of Travel: Institution, Street, City, Country</b> <input type="text"/>			
<b>1. Outward trip from</b>		<b>to</b>	
	<b>Date</b>	<b>Time</b>	
Start of outward trip	<input type="text"/>	<input type="text"/>	
End of outward trip	<input type="text"/>	<input type="text"/>	
<b>For Travel abroad:</b> Time of border crossing into the country of destination or time of the landing of the plane in country of destination	<input type="text"/>	<input type="text"/>	
<b>2. Business duty</b>			
	<b>Date</b>	<b>Time</b>	
Start of business duty	<input type="text"/>	<input type="text"/>	
End of business duty	<input type="text"/>	<input type="text"/>	
<b>3. Inward trip from</b>		<b>to</b>	
	<b>Date</b>	<b>Time</b>	
Start of return trip	<input type="text"/>	<input type="text"/>	
End of return trip	<input type="text"/>	<input type="text"/>	
<b>For Travel abroad:</b> Time of border crossing into Germany or time of the landing of the plane in Germany	<input type="text"/>	<input type="text"/>	
<b>4. Travel costs</b>	<b>EUR</b>	<b>Comments</b>	
Train ticket			
Seat reservation			
Flight	<input type="text"/>		
Public transport	<input type="text"/>		
Rental car	<input type="text"/>		
Fuel costs for rental car	<input type="text"/>		
Taxi	<input type="text"/>		
Additional comment on the travel expenses (please specify in attachment, if necessary): <input type="text"/>			
<b>5. Compensation for car use</b>	km outward trip	km return trip	<b>Comments</b>
with private car	<input type="text"/>	<input type="text"/>	
Number of accompanying people in private car: <input type="text"/>	<input type="text"/>	<input type="text"/>	
Business luggage (mind. 40 kg)	<input type="text"/>	<input type="text"/>	
Bike / Motorbike or similar	<input type="text"/>	<input type="text"/>	
Additional comments to compensation for car use (Please specify e.g. reason for use of a private car): <input type="text"/>			

**6. Accommodation**

For accommodation the following costs incurred:

€

I spent the night(s)

 in a hotel  
 with breakfast     without breakfast
 in my own apartment/house private (not in own apartment/house, but with e.g. family or friends)If private accommodation, is a lump sum payment of accommodation costs requested?     yes     noPlease specify reason if the accommodation costs exceeds 50,- € per night or in large cities 80,- € per night:  
(Valid for travel within Germany, for travel abroad special regulations are applied.)**7. Meals**

The following meals were included:

Date

Breakfast

Lunch

Dinner

A canteen / cafeteria was available     yes     no

Comments on Meals (please specify in attachment, if necessary):

**8. Daily allowance**The payment of the daily allowance is waived    yes     no**9. Additional costs**

EUR

Comments (please specify in attachment, if necessary)

Attendance fees

Visa

Internet

Parking costs

Additional costs:

Comments on additional costs (please specify in attachment, if necessary):

**Sachlich richtig****Date, Signature of head of department/institute**

Bitte füllen Sie die Reisekostenrechnung vollständig aus, um eine zeitnahe Bearbeitung zu ermöglichen!