

To
Dept. 3.6 - travel expenses department
44780 Bochum

Notice of receipt by Dept 3.6

**Travel expenses for RESOLV GSS internships in accordance with the DFG's
 "Postgraduate programme with rules of good scientific practice" usage policy**

Finanzstelle:		Local budget:		G/L account: 68500000	
Last name, first name of traveller:			Email address:		
Full home address:			Distance between home and RUB: (applies to RUB employees)		
			km		
Department / institution (for RUB staff):			Phone number:		
<p>I am a RUB employee - but not a RESOLV scholarship holder. A business travel authorisation form is therefore enclosed with this expense claim.</p> <p>I am a RESOLV scholarship holder. I therefore have no business travel authorisation.</p> <p>I am neither a RESOLV scholarship holder nor RUB employee - but am employed at another RESOLV institution. I therefore have no RUB business travel authorisation, but still receive RUB RESOLV sponsorship.</p>					
for the trip in question I have received			I have received from a third party		
a one-off payment from RUB:		o.€	€	an allowance: €	
advance payment from RUB:			€	a fee: €	
Please reimburse the travel expenses to the following account:					
IBAN:		BIC/SWIFT:			
Bank:		If Postbank - specified place of residence			
I hereby confirm that the information provided is accurate and I have actually incurred the expenses being claimed. The relevant receipts are attached to this travel expense form. The trip was not undertaken while engaged in a secondary employment activity.					
Place, date			Signature of the (business) traveller		

Expenses calculation - to be completed by Dept. 3 - travel expenses department

Travel allowance:

Already received as an advance payment / one-off payment:

Repayment amount:

Bochum, on (date)

Calculated correctly

Bochum, on (date)

Documented correctly

Destination: company/institution, street, town/city, country				
1. Outward journey from		to	to	nach
		Date	Time	
Start of outward journey				
End of outward journey				
2. Official business				
		Date	Time	
Start of official business				
End of official business				
3. Return journey from		to		
		Date	Time	
Start of return journey				
End of return journey				
4. Travel	EUR	Notes		
Train journey				
Seat reservation				
Flight				
Local public transport				
Car rental				
Fuel costs for rental/company car				
Taxi				
Other notes regarding travel costs (use separate sheet as necessary):				
5. Mileage reimbursement	km outward	km return	Notes	
Travel using private vehicle				
Number of passengers in private vehicle:				
Official luggage (at least 40 kg)				
Bicycle/motorcycle etc.				
Other notes regarding mileage reimbursement (e.g. valid reasons for the use of private vehicle):				

In accordance with the DFG policy for postgraduate programmes, reimbursement of subsistence expenses incurred during a stay abroad is made as a flat-rate overseas travel allowance plus a supplement adjusted according to the cost of living in the host country. Payment of per diems or accommodation costs in accordance with LRKG guidelines is not made. Instead, the flat-rate overseas travel allowance plus cost-of-living supplement is calculated as follows:

Destination country:			
DFG overseas travel allowance		€ per month	€ per Day
Trip duration		full Month(s)	Days additional Day(s)
Total overseas travel allowance:			

Travel costs (airfare, train, etc.) are reimbursed as indicated on page 2.

Documented correctly. Date, signature of the (business) traveller's superior or RESOLV

Please complete the travel expenses claim form in its entirety in order to ensure timely processing!