

Notes on out-of-pocket expenses / one-off payments for travel expenses

- Reimbursement from the RUB for expenses that a traveller incurs on business trips can be claimed using the attached form "Out-of-pocket expenses / one-off payments for travel expenses". This includes the cost of hotel accommodation, rail/air tickets, visas, conference fees, etc. that the traveller has paid up front.
- As standard, invoices are reimbursed according to the State Travel Expenses Act (LRKG). Should a third-party sponsor specify that the Federal Travel Expenses Act (BRKG) should be used for settlement, this must be noted on the claim form.
- In the event that the reimbursement request involves costs that require justification according to the LRKG or BRKG (e.g. taxi fares, hotel costs that exceed the legally permitted limits, good reasons for the use of a car, 1st class rail travel, flying business class, etc.), the supplement to out-of-pocket travel expense claims must be used.
- The form can be used by RUB employees. There is a separate form entitled 'Payment of travel expenses for guests' that must be used for claiming travel expenses for guests and individuals who are not employed at the RUB that can be downloaded from the Dept. 3.6 intranet site.
- Out-of-pocket expense claims can be submitted to the travel expenses department in Department 3.6 either prior to and following the trip.
- All receipts and invoices as well as the business travel authorisation must be submitted together with the expense claim.
- The person submitting the out-of-pocket expense claim (reimbursement recipient) is not permitted to sign off the expense claim as being completed correctly. This must be done by another authorised person in the institute/facility.
- In the event that payment should not be made to the traveller himself/herself, but directly to a company (e.g. hotel, airline, travel agency, conference organiser, etc.), the form "Out-of-pocket expense claim" cannot be used. In these cases, the invoice together with the necessary supporting documents and the continuation sheet must be submitted to the travel expenses department.

**To Dept. 3.6 - travel expenses department
44780 Bochum**

Received by Dept. 3.6.

Out-of-pocket expenses / one-off payments for travel expenses

Facility/institute:

Contact person at the facility/institute:

Email address of contact person:

Work telephone number of contact person:

First name, last name and home address of payment recipient:

FI made the following expenditures while on official business (see supplement if necessary):

Reason / purpose	EURO
Sum	

The original receipts and a copy of the travel authorisation are enclosed.

Payment is subject to the State Travel Expenses Act (LRKG) Federal Travel Expenses Act (BRKG)
cost centre: **Local budget:** **G/L account:**

Payment should be made by **bank transfer:**

Account holder:

IBAN:

BIC/SWIFT:

Kreditinstitut:

If Postbank - place of residence:

Payment should be made **in cash:**

Last name, first name of recipient:

Date of birth:

Date

Signature completed correctly*

Date

Signature of recipient*

Calculated correctly:

at _____ EURO _____ Cent

* The person submitting the out-of-pocket expense claim (reimbursement recipient) is not permitted to sign off the expense claim himself/herself. This must be done by another authorised person in the institute/facility

1.u

_____:

Justification, if journey was made in 1st class:

_____:

_____:

Justification, if flight was in business class or domestic flights were booked:

u _____:

Justification for the use of a taxi

:

_____:

† _____ distance covered (km): at =

Valid reasons for the use of a car:

2.

Cost of hotel _____ nights at _____ =

Justification, in the event that the cost of accommodation within Germany exceeds €50 per night - or €80 in major cities, (special rates apply to travel abroad):

Flat-rate accommodation allowance for _____ nights at €20 (in Germany) =

_____ nights at €30 (abroad) =

3.Other expenses (e.g. conference fees, visas etc.):

4.Sum total
