



Travel expenses report

Year:

The personal data required for the settlement of travel expenses is stored in compliance with the relevant law, Landesdatenschutzgesetz.

Family name, given name(s) of traveler	Title	Personnel nr.	Place of work	Work telephone
Work address outside Tübingen? <input type="checkbox"/> no <input type="checkbox"/> if yes, where:			Private address (street, town)	other, 2nd residence? <input type="checkbox"/> if yes, where:
Regular employee / Beamte Uni Tübingen <input type="checkbox"/> retired <input type="checkbox"/> Trainee <input type="checkbox"/> External guest/ student/ doctoral candidate <input type="checkbox"/> Intern / trainee <input type="checkbox"/> associate lecturer <input type="checkbox"/>			Attached is the approved travel application form/ general approval, dated	
Account holder:	IBAN	BIC		

Acct. assignment object (required: Cost center with fund OR WBS element OR internal order):			
Cost center (7 characters)	Fund (4 digits)	WBS element / project (funded progr.)(10 digits)	Internal order (funded program) (10 digits)
			8

Start of business travel Date: Time: from: to:	Start of business Date: Time:	End of business Date: Time:	End of business travel Date: Time: from: to:
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Daily return? no ja – for each day, enter start/end of business travel under “details” (below)!

Did you receive any of the following in connection with this travel?

Remuneration (amount): _____ lump sum travel paymt. (amount): _____ Travel grant (amount): _____

Your expense receipts: (For travel outside the eurozone, please enter amounts in the respective currency.)	<input type="checkbox"/> train travel:	<input type="checkbox"/> public transport:	<input type="checkbox"/> air travel:
	<input type="checkbox"/> Own car (km):	<input type="checkbox"/> bicycle, e-bike, Pedelec (km):	
	<input type="checkbox"/> Taxi (give reason):	<input type="checkbox"/> rental car (give reason, private use forbidden):	
	<input type="checkbox"/> Company vehicle:	<input type="checkbox"/> other form of transport:	
	<input type="checkbox"/> Incidental expenses:	<input type="checkbox"/> Other:	
	<input type="checkbox"/> accommodation (provide receipt):		
	Lump sum overnight allowance for _____ nights (priv. accommodation, e.g. relatives, friends)		
Overnight stay w/o charge on	<input type="checkbox"/> provided by 3rd party	<input type="checkbox"/> paid by colleague(s)	<input type="checkbox"/> incl. in conf. fee or sim.

Advance payments made by the University: EUR

Require daily allowance? no yes – answer “Contributions from third parties” (see below) mandatory!

Free meals provided in the course of official business (also on the plane/ incl. in conference fees)

or **free accommodation** (F=breakfast; M=lunch; A=evening meal; Ü=overnight stay)?

none yes (which? See below)

Date	F	M	A	Ü
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If travel abroad:		Outward journey	Return journey
	Location		
	Date		

Details (itinerary, daily return, date, time, above-limit accom. costs (over 95,-€ per night) if necessary on a separate page):

I hereby confirm that the information given is correct.	Endorsement:
Date, signature of applicant	Date, signature of head of University institution/ third-party funded project