universität innsbruck
Finanzabteilung

Settlement of travel expenses for persons without any employment status at the University of Innsbruck

Josef-Hirn-Str. 5-7
6020 Innsbruck

last name, first name: _____

austrian social security number: _____

active civil servant an an austrian university: ☐ yes ☐ no

government department/address of payee: _____

bank name: _____

adress of bank: _____

IBAN: _____

BIC / Swift-Code: _____

prinicipal/Institut: _____

beginn of journey: Date: _____ Time: _____

end of journey: Date: _____ Time: _____

destination/adress _____

purpose of travel: _____

settlement to the account of: ☐ cost center („Kostenstelle“) _____
☐ internal order („Innenauftrag“) _____
☐ PSP-Element _____

statement of expenses

Designation of reimbursement expenses	amount
Total:	

for information only - please use german version

With her/his signature, the applicant approves the accuracy of the accounts. Only actual costs of the journey (e.g. fuel costs, no private stays etc.) have been stated.

Please note that
- all documented expenses must be proven by original receipts! (kilometer allowances are not reimbursable)
- inaccurate statements may lead to consequences under employment law.
- the settlement of costs must be submitted within 6 months beginning from the end of journey.

Name of signatory	Date	signature
applicant (please in clearly legible characters)		
Authorised signatory (please in clearly legible characters) (cost center, internal order, PSP-Element)		

to fill in by Finanzabteilung				
Kein DV ☐	Kein freies DV ☐	Kein PDV ☐	Kein WV ☐	Prüfung durch:

Dezember 2019 © Finanzabteilung