

An die  
Personalabteilung/  
Reisemanagement  
hier

## SETTLEMENT of TRAVEL EXPENSES within the scope of an EXEMPTION / BUSINESS TRIP

- exemption ("Freistellung") requested
- business trip ("Dienstgang") (absence of workplace is shorter than one working day; only the report at the institute and - in case of a time account - VIS time-recording is necessary; no exemption request is needed; payment transmitted by the personnel department)

### General Data

first and last name: \_\_\_\_\_

place of residence: \_\_\_\_\_

principal / institute: \_\_\_\_\_

beginning of journey:      date: \_\_\_\_\_      time: \_\_\_\_\_

end of journey:              date: \_\_\_\_\_      time: \_\_\_\_\_

destination: \_\_\_\_\_

cause of journey: \_\_\_\_\_

settlement to the account of:       cost center ("Kostenstelle")      \_\_\_\_\_

internal order ("Innenauftrag")      \_\_\_\_\_

PSP-Element      \_\_\_\_\_

### Detailed Cost Summary:

designation of refundable costs:	amount:
sum:	

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!
- 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)		
authorized signatory (cost center, internal order, PSP-Element) (please in clearly legible characters)		
Dekan/in not required in case of funding project-funding		