

An die
Personalabteilung/
Reisemanagement
hier

SETTLEMENT of TRAVEL EXPENSES EXTERNAL EMPLOYEES



General Data

first and last name:

social security number:

bank details:

BIC / Swift-Code:

IBAN:

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)		