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		

translation

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