# Payment request for travel expenses

**UDE**

*Please send the completed form including your (digital) signature and all receipts to the General, Expense-Related and Other Personnel Matters Department within the Personnel Division (internal mail address: Zentralverwaltung, Dezernat Personal & Organisation, Sachgebiet AwP).*

Date of receipt

*To be filled in by the relevant administrator only.*

**!** **Payment for travel expenses must be requested within a period of six months after the trip has been completed.**

## Information on the traveller

| Surname, given name | E-Mail |
|---|---|

| Address |
|---|

| Staff group (only for UDE staff) | Organisational unit (only for UDE staff) | Distance between the residence and the place of work (only for UDE staff) km |
|---|---|---|

**Bank details**

IBAN ⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪ BIC ⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪⎪

Name of the bank

☐ I have a BahnCard discount card or a monthly subscription ticket

| Type of BahnCard discount card or monthly subscription ticket | Valid until |
|---|---|

## General information on the trip

| Destination and reason for the trip (please attach invitation, agenda, etc.) | | |
|---|---|---|
| | Date | Time |
| Departure from ☐ Residence ☐ Place of work | | |
| Border crossed on outward journey (only in cases of trips abroad) | | |
| Start of the work commitment | | |
| End of the work commitment | | |
| Border crossed on return journey (only in cases of trips abroad) | | |
| Arrival at the ☐ Residence ☐ Place of work | | |

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## Travel expenses

*Please provide reasons or explanations (on a separate page if necessary) for all expenses marked with an *.*

☐ Public transport fees ................................................................ ................... €

☐ Costs for train tickets (outward and return journey) incl. fees ............................. ................... €

☐ Costs for plane tickets (outward and return journey) incl. fees ............................. ................... €

☐ Costs for a rental car * ................................................................ ................... €

☐ Taxi costs ................................................................ ................... €

☐ Use of a private vehicle (outward and return journey) ............................. ................... km

☐ Individuals taken along in a private vehicle

  1. Surname, given name ................................................................ ..................... km

  2. Surname, given name ................................................................ ..................... km

  3. Surname, given name ................................................................ ..................... km

☐ Use of a private bicycle or motorised two-wheeled vehicle ............................. ................... km

☐ Participation fees ................................................................ ................... €

☐ Accommodation costs ................................................................ ................... €

☐ Free overnight stays *(e.g. private accommodation, own flat, included in other expenses) ................... €

☐ Other additional costs * ................... €

☐ Free meals (e.g. included in hotel/flight prices or participation fee) ................... €

| Date | Breakfast | Lunch | Dinner |
|---|---|---|---|
| | ☐ | ☐ | ☐ |
| | ☐ | ☐ | ☐ |
| | ☐ | ☐ | ☐ |
| | ☐ | ☐ | ☐ |
| | ☐ | ☐ | ☐ |

☐ I have received an advance payment/allowance from a third party to the amount of ........................... €

* Reasons

I duly confirm that the information I have provided is accurate and complete. I have attached the relevant receipts

................................................ ................................................................................................
Date                                    (Digital) signature of the **person submitting the request**