Personal declaration and / or reasons for travel expenses claim from ____________________________ for a business trip to ____________________________

Surname ____________________________ First name ____________________________

Institut/Dienststelle ____________________________

Means of transport

☐ Use of private car
☐ Use of a taxi
☐ Use of a hire car
☐ Use of a plane

because
☐ at this time no means of local public transport are operating
☐ no resp. only a bad connection to local public transport exists
☐ heavy baggage had to be transported
☐ bulky baggage had to be transported
☐ cheaper because colleagues traveled together - names:
☐ to keep the appointment because the train arrived at the destination with a delay
☐ to keep the appointment because the airplane arrived at the destination with a delay
☐ the airplane/the journey by car was cheaper than traveling 2nd class by train
☐ the airplane/the journey by car means a great deal of time is saved
☐ the flight avoids an overnight stay

Accommodation

☐ There was no cheaper hotel located close to the place of the event
☐ A cheaper hotel far away would have required further travel expenses.

Additional costs were incurred for the official use of
☐ telephone totaling (receipt attached)
☐ fax totaling (receipt attached)
☐ Internet totaling (receipt attached)

Private stay

☐ Beforehand from ____________ to ____________
☐ Afterwards from ____________ to ____________

The flight cost declaration – 08/2012 was attached

Further remarks

☐

Appendices – filling out voluntary – merely serves the purpose of you checking that all the documents are complete

☐ Account statement
☐ Credit card statement
☐ Tickets Deutsche Bahn
☐ Tickets local public transport
☐ Long distance bus ticket
☐ Flight schedule with flights crossing borders
☐ Comparative offer for flight (Reeg)
☐ Excerpt route planner
☐ Comparative offer for accommodation
☐ Hotel invoice
☐ Copy of the hotel invoice
☐ Copy of the registration form for the convention
☐ Receipt of participation fees
☐ Copy of the convention program
☐ Receipt for parking fees

Place, Date ____________________________ Signature of the person traveling ____________________________