



Billing Request for a Job-related Trip

Please attach: original documents, e.g. invoices (small documents must be glued/stuck onto an A4 piece of paper) proof of payment, if applicable (e.g. credit card statement), documentation about business (if not already submitted with business trip application from)

Personal details	
Last, First name	
Institute	
Bank account details	BIC: IBAN:
Actual address:	Permanent address

Travel details	Expenses			
Job-related trip to (destination)				
Start of the job-related trip	Transportation (§ 4 BRKG)	W Mileage allowance (trip with private car § 5 BRKG)	Hotel expenses (§ 7 BRKG)	Additional expenses (§ 10 BRKG)
Date: Time:		KM Driven		
<input type="checkbox"/> Departure from Office Home				
different location (please state a reason)				
Arrival at business location				
Date Time				
Start of your business				
Date Time				
End of your business				
Date Time				
Start of your return trip				
Date Time				
Arrival at home or office				
Date Time				

Border crossing (on trips abroad) (Arrival at target country, Time of landing or according to timetable for flights/trains)

Outward trip Date Time

Return trip Date Time

For **multi-country journeys** please provide further details on an extra page, if necessary.

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translate help for the German form

Transportation

As specified in the business trip Modification (please explain):

Taxi / rental car / airplane

I am applying for approval to use a taxi, rental car or an airplane because:

Accommodation

Total sum of the proven expenses for accommodation:

Breakfast is included in these expenses

yes (inclusive) or

yes (optional service)

no

Why higher costs were unavoidable:

If the upper limits* are exceeded, the official necessity of the higher costs have to be justified. (* 80,-- EUR in Germany; upper limits of other countries vary and can be inquired at "Reisekostenstelle", phone: 4441)

Free accommodation and catering

I did not receive

free accommodation and/or catering was offered by or was included in the asserted costs (e.g. attendance fee) on the following days:

Accommodation from – to

Accommodation in a transport vehicle

Breakfast from – to

(if not included in hotel expenses)

Lunch from – to

Dinner from – to

Please, also indicate meals offered during a flight and overnight stays in public transport.

Private accommodation, e.g. at friends or relatives, from – to:

Private accommodation in your own flat or at your permanent residence from – to:

Private stay / holiday

The job-related trip was combined with the following trip: start

and end of the private trip (date, time, location):

My statement is complete and correct.

I received an advance payment of €

A grant has been paid from a third-party in the amount of €

Sponsor:

In case of flights, trains:

I confirm that I used or use all bonus miles or Bahn-bonus-points, acquired on job-related trips, only on job-related flights/train travel.

Location, date, signature

Place, date, signature of the superior: