

# Declaration of Travel Expenses Incurred

## Personal Details

First Name(s), Surname

Univ. Dept. / Institution / unit:

Work telephone no.:

Appendix to Travel Expenses Claim of

Business trip on

I declare that I do not possess any receipts (see numbers 3.5.3.1 and 9.1.3 of the *AllgVerwG* (General Administrative Regulations) for the *LRKG M-V* (Travel Expenses Act of Mecklenburg-Vorpommern)) and that the amounts shown below are the actual travel expenses I incurred:

Please state the type and amount of each relevant expense and provide a brief justification for the expense.

I hereby declare that to the best of my knowledge the information I have supplied is correct and complete in all respects.

I understand that making a false declaration represents a breach of duty (for civil servants: see § 47 of the *BeamtStG* (Civil Servant Status Act) or § 2 of the *LDG M-V* (Disciplinary Code of Mecklenburg-Vorpommern); for public sector employees: see § 3 of the *TV-L* (Collective Agreement on Remuneration of Public-Sector Employees in the German *Länder*)) and that this may be prosecuted under criminal law.

Place

Date

Signature