

Declaration on the defrayment of costs for the reimbursement of travel expenses

1. Travel details

Destination:

Start of the business trip: Date: Place:
End of the business trip: Date: Place:

Purpose of the business trip:

Means of transportation:

- Train Other public means of transportation
 Plane (with explanation for inland-use) Rental car (with explanation for inland-use)

Explanation:

- Private car with explanation

Explanation:

- Private car without explanation

- Other persons travelling on your ticket/in your vehicle (with copy of declaration on the defrayment of costs/
business trip applicaiton)

Names:

Costs:

- Daily allowance Accommodation Travel Other

Cost Centre (KST):

Head of Project

2. Beneficiary details

Name:

Private address:

Bank details:

Name of bank:

BIC / Swift:

IBAN:

3. Legal basis

Travel expenses will be reimbursed according to the provisions of the Landesreisekostengesetz Mecklenburg-Vorpommern (LRKG M-V, state law on travel expenses) and pertinent administrative directives (in particular the Allgemeine Verwaltungsvorschrift zum LRKG M-V, Drittmittelrichtlinie).

The defrayment applicaiton is

- approved
 not approved

Date/signature of the head of the department

The translation is to be seen as a reference and to be used for the understanding of the corresponding German documents. You may use this document in the English version; however, only the German version of this document is legally binding.