

Further Travel Details

(in addition to column 3 from the previous page - further details on circumstances that might have an influence on the reimbursement of travel expenses)

Declaration of Claimant:

I confirm the details made above are correct and complete. The expenses being claimed did really arise)

Third-party benefits (§3 Sub-Section 3 LRKG M-V) were

not have been detailed in column 3

An advance payment for the expected expenses

was not paid was paid: amount: _____ EURO

Please transfer the money to:

IBAN:	
BIC/Swift-Code	
Bank:	
Reference:	

_____ Location _____ Date

_____ Signature Claimant

Calculation of Travel Expenses ("Kostenrechnung")

(to be filled-in by the respective travel expenses cost centre)

EUR

							EUR		
1 Daily Expenses Allowance	Co.4=			Days at		EUR			
	Co.4 =			Days at		EUR			
	Co.4 =			Days at		EUR			
2 Accommodation costs excl. breakfast (if applicable)	Co.5 =			Nights at		EUR			
3 Accommodation costs (lump sum)	Co.6 =			Nights at		EUR			
4 Transport costs	Co.7 =								
5 Kilometre allowance and reimbursement for carrying of passengers	Co. 8	With own car/motorcycle/bicycle		km at		Ct			
	Co. 9	Carrying of	Colleague	km at		Ct			
		Carrying of	Colleague	km at		Ct			
		Carrying of	Colleague	km at		Ct			
			Passenger in the car of a non- authorised person		km at		Ct		
6 Other Costs	Co. 10								
							Total:		
							Advanced payment already received:		
							Grants from third-party:		
							To be retracted:		
							Sum to be paid:		
8 Withholding according to §7 Sub-Section 4 LRKG due to significant receipt of benefits in kind (LBesA must be notified)									

Calculation is correct with _____ EUR

_____ Date _____ Signature

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.