



Travel Expenses

Institute or Division of University of Stuttgart / Stamp + Department Number						



Instructions:
The District Travel Cost Law (*Landesreisekostengesetz, LRKG*) requires to request the following data for the calculation of your travel expenses. Voluntary information is marked as such in the form.

Personal Information / Applicant		Check all that apply <input type="checkbox"/> or fill in
Last Name		First Name
Street address		
Postal Code	City	Telephone (voluntary)
Bank Name		<input type="checkbox"/> Bank outside Europe – see attachment
BIC / SWIFT / Routing number		IBAN
Trip Details	Destination Stuttgart <input type="checkbox"/>	Other destination <input type="checkbox"/>
<input type="checkbox"/> A copy of the invitation is enclosed.		<input type="checkbox"/> Forms enclosed:
Date of departure	Event	Date of return
from residence <input type="checkbox"/>	Start (date)	to residence <input type="checkbox"/>
from work <input type="checkbox"/>	Start (time)	to work <input type="checkbox"/>
from departure time <input type="checkbox"/>	End (date)	to <input type="checkbox"/>
	End (time)	end arrival time <input type="checkbox"/>
I used for this trip		
<input type="checkbox"/> Deutsche Bahn	<input type="checkbox"/> local public transport	<input type="checkbox"/> private car <input type="checkbox"/> rental car <input type="checkbox"/> taxi <input type="checkbox"/> plane
price of train ticket (2 nd class) €		local public transport €
discounts (e.g. Bahn Card)	yes, discount type	<input type="checkbox"/> no
for travel by private vehicle: roundtrip distance		km (please enclose route planner printout)
reason for travelling by private vehicle		
for travel by taxi cost €		
reason for travelling by taxi		
for plane travel cost (economy fare) €		
justification for plane travel		
I stayed overnight <input type="checkbox"/> no		<input type="checkbox"/> yes, it cost €
I paid (for):		The institute paid:
Train ticket, original enclosed <input type="checkbox"/>	Plane ticket, original enclosed + Boarding Pass <input type="checkbox"/>	Train ticket, copy of the payment/invoice <input type="checkbox"/>
Hotel bill ticket, original enclosed <input type="checkbox"/>	Other original enclosed <input type="checkbox"/>	Plane ticket, copy of the payment/invoice <input type="checkbox"/>
		Hotel bill, copy of the payment/invoice <input type="checkbox"/>
		Other copy of the payment/invoice <input type="checkbox"/>
Attachments		
route planner printout <input type="checkbox"/>		<input type="checkbox"/>
I hereby certify that any expenses reimbursed to me in connection with the business of this visit will not be duplicated under any other government grant or contract for which I receive reimbursement.		
Location	Date	Traveler
Location	Date	Information considered correct – Institute signature