



Personal declaration and / or reasons for travel expenses claim from for a business trip to

Surname

First name

Institut/Dienststelle

Means of transport

- Use of private car
Use of a taxi
Use of a hire car
Use of a plane

because

- at this time no means of local public transport are operating
no resp. only a bad connection to local public transport exists
heavy baggage had to be transported
bulky baggage had to be transported
cheaper because colleagues traveled together - names:
to keep the appointment because the train arrived at the destination with a delay
to keep the appointment because the airplane arrived at the destination with a delay
the airplane/the journey by car was cheaper than traveling 2nd class by train
the airplane/the journey by car means a great deal of time is saved
the flight avoids an overnight stay

Accommodation

- There was no cheaper hotel located close to the place of the event
A cheaper hotel far away would have required further travel expenses.

Additional costs were incurred for the official use of

- telephone totaling (receipt attached)
fax totaling (receipt attached)
Internet totaling (receipt attached)

Private stay

- Beforehand from to
Afterwards from to
The flight cost declaration - 08/2012 was attached

Further remarks

- Two empty checkboxes for further remarks.

Appendices - filling out voluntary - merely serves the purpose of you checking that all the documents are complete

- Account statement
Credit card statement
Tickets Deutsche Bahn
Tickets local public transport
Long distance bus ticket
Flight schedule with flights crossing borders
Comparative offer for flight (Reeg)
Excerpt route planner
Comparative offer for accommodation
Hotel invoice
Copy of the hotel invoice
Copy of the registration form for the convention
Receipt of participation fees
Copy of the convention program
Receipt for parking fees

Place, Date

Signature of the person traveling