

Travel Expense Claim Form

For further processing of your travel expense claim the following information is necessary. Date will be stored in an electronic data system. The claim cannot be processed further if your data is incomplete or inaccurate.

Universität Heidelberg
 Universitätsverwaltung
 Reisekostenstelle
 Seminarstr. 2
 69117 Heidelberg

Institute number:
 (if known, institute number can be found on
 last travel expense claim)

Institute name, short form or department/city
 (if not University of Heidelberg)

- enclosed:
- travel authorization form
 - original receipts
 - further statements

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A last name, first name of applicant	personal number of applicant:
street/number	zip code place of residence
phone (official)	e-mail
name of bank:	bank sorting code account no.
IBAN	BIC

B start of travel date: time:	<input type="checkbox"/> home <input type="checkbox"/> institute other <input type="checkbox"/> other place	end of travel date: time:	<input type="checkbox"/> home <input type="checkbox"/> institute <input type="checkbox"/> other place
(in case of daily return home please enclose a detailed list on a separate sheet)			
place of duty:	official duty start (date) (time):	end (date) (time):	
in case a flight plan is enclosed the following information is not necessary:			
border crossing for journeys abroad:	date / time	border crossing from/to	date / time
outward trip (transit if necessary)			
return trip (transit if necessary)			

C Did you receive any third party contributions for meals and/or accommodation? (Please mention total number, e. g.: breakfast 3x)			
accommodation	<input type="checkbox"/> no <input type="checkbox"/> yes	<input type="checkbox"/> Breakfast ___ times	<input type="checkbox"/> Lunch ___ times
		date _____	date _____
	with date indication	date _____	date _____
		date _____	date _____
overnight stays	<input type="checkbox"/> no <input type="checkbox"/> yes	___ times, from _____ to _____	<input type="checkbox"/> paid by third party
			<input type="checkbox"/> overnight stay with family or friends
fees/grants	<input type="checkbox"/> no <input type="checkbox"/> yes	Amounting to _____ (€)	

D I paid for	Attachment no.	amount	used:	
<input type="checkbox"/> train		0,00	<input type="checkbox"/> an official car	
<input type="checkbox"/> local public transport		0,00	<input type="checkbox"/> a rental car	
<input type="checkbox"/> rental car ①		0,00	<input type="checkbox"/> a private car with an engine size	<input type="checkbox"/> over 600 ccm <input type="checkbox"/> to 600 ccm
<input type="checkbox"/> gasoline		0,00	<input type="checkbox"/> my private car (approved for business travels by university administration)	(for the current year I have claimed _____ km in total)
<input type="checkbox"/> plane		0,00	<input type="checkbox"/> I apply for:	<input type="checkbox"/> mileage reimbursement for a total of _____ km driven
<input type="checkbox"/> hotel ①		0,00		<input type="checkbox"/> reimbursement for travel companions for _____ km driven
<input type="checkbox"/> participation fees ①		0,00		name of travel companions on business: 1) _____
<input type="checkbox"/> taxi ①		0,00		2) _____
<input type="checkbox"/> ①		0,00		3) _____
<input type="checkbox"/> ①		0,00		
			Bonus miles earned for this flight/these flights:	<input type="checkbox"/> yes (amounting to _____) <input type="checkbox"/> no
			I used the following bonus card on my trip:	
			<input type="checkbox"/> BahnTix	<input type="checkbox"/> BahnCard 25/50
			<input type="checkbox"/> Netzkarte / BahnCard 100	<input type="checkbox"/> monthly pass

① Reimbursement of other expenses only possible after submission of original receipts and justification of necessity (see also „Further Statements to Travel Expense Claim“).

I hereby certify that my statements on this form are accurate and complete:

Place	Date	Signature of Traveller/Travellers
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Already paid by the employing institute	€		€
Anticipated Payment		Participation fees	
Flight/Travel Costs		Hotel Costs	
Rental car		Other	

Certified to be true: Department/Institute	
Place, Date: Signature, Official Title	Note Personal Department

Further Statements to Travel Expense Claim

from:

to:

.....
Last name First name

.....
Department/Institute

Means of Transportation

- Privately-owned car
 Taxi
 Rental Car
 Air Plane

because/to

- there was no public transport at that time
 of lack of public transport
 of heavy baggage
 of bulky baggage
 it was cheaper, because colleagues went together – name(s):
 the appointment because the train arrived late at destination keep
 the appointment because the plane arrived late at destination it was
 cheaper than the second class rail fare
 the flight implied considerable time savings.
 using a plane made it unnecessary to stay the night.

Accommodation

- There was no cheaper hotel near the venue.
 Cheaper accommodation that was further away implied higher costs of transportation.
 The conference hotel rooms were offered at special rates by the organizing team.

Additional costs were incurred for use on business for

- Phone, amounting to € (Receipt attached)
 Fax, amounting to € (Receipt attached)
 Internet, amounting to € (Receipt attached)

Private Stay

- Before from to
 After from to

Further Note

-

Attachments

- | | |
|--|---|
| <input type="checkbox"/> Business Travel Authorization | <input type="checkbox"/> Second offer for accommodation |
| <input type="checkbox"/> Account Statement | <input type="checkbox"/> Hotel bill |
| <input type="checkbox"/> Credit Card Billing | <input type="checkbox"/> Copy of hotel bill |
| <input type="checkbox"/> Copy/Original of the fax from Deutsche Bahn with booking number | <input type="checkbox"/> Receipt parking fees |
| <input type="checkbox"/> Tickets Deutsche Bahn (German Rail) | <input type="checkbox"/> Copy of conference registration form |
| <input type="checkbox"/> Tickets for the ÖPNV (bus, subway, tram, others) | <input type="checkbox"/> Receipt for participation fees |
| <input type="checkbox"/> Second offer for flight (BCD Travel) | <input type="checkbox"/> Copy of the conference program |
| <input type="checkbox"/> Flight itinerary for border crossing flights | <input type="checkbox"/> |
| <input type="checkbox"/> Air Plane Boarding Pass | <input type="checkbox"/> |

Information for Business Travelers

The travel expense accounting is made by the travel cost reimbursement department (Reisekostenstelle) according to the regulations of the Law on the Land Travelling Costs (Landesreisekostengesetz) after the termination of the official travel. This also applies generally to travels paid by third-party funds.

1. Approval

All business travel has to be approved in written form by your responsible superior prior to travel.

2. Reimbursement

The reimbursement claim should be submitted as soon as possible. When you submit the travel expense claim form please attach all travel documents such as train or flight tickets. Please consider that any reimbursement claims are to be submitted within six months after the end of travel. This period also applies to advance payment statements.

3. Advance Payments

You can request advance payment for a reasonable part of the expected travel expenses. This advance payment can only be paid after your superior has given written approval of your business travel or has ordered it in written form.

4. Train Journey

Please take into consideration that only costs for second class tickets can be reimbursed. Reimbursement for first class tickets is only possible if the covered distance in one direction is more than 100 kilometers.

5. Using Personal Vehicles

Personal vehicles may only be used if there is no public transportation to your destination or if you need to carry heavy equipment such as test material or technical devices.

6. Air Travel

Air Travel can be approved if one of the following applies:

- long distance travel (e.g. non-European countries)
- the journey using regularly operating means of public transportation takes at least 12 hours
- taking into account the time saving, travelling by air is not more expensive than travelling by rail
- if not travelling by air, it would not be possible to keep an ad hoc appointment that cannot be delayed
- other important reasons are given that need to be considered with regard to essential time saving

Please state at least one of the reasons mentioned above in your travel application form. If traveling by air please take into consideration that only the least costly fare can be reimbursed.

7. Accommodation

Please state in your travel expense claim, if you have received third party contributions for meals and accommodation or if allowances were included in the participation fee. If the stated hotel expenses are higher than the accommodation allowance (inland 20 €), the surplus amount will be reimbursed in addition to the accommodation expenses. The amount of the hotel tariff has to be justified.

8. Other Expenses

Other expenses have to be justified in the travel expense claim with regard to purpose and necessity. Reimbursement is only possible after submission of original receipts (e. g. telephone charges, taxi etc.)