

**Dez. 3.6 – Reisekostenstelle  
44780 Bochum**

**Travel expense claim**

Reimbursement according to Landesreisekostenrecht (LRKG) Bundesreisekostenrecht (BRKG)	Funds centre: Local budget: G/L account: 68500000
Last name, First name of traveler:	Mailadress:
Department / Institute / place of employment:	Adress of department:
Complete private Adress: [REDACTED]	Phone number:
<p>The business trip was approved according to Approval of business trip (<b>copy absolutely necessary</b>) general approval of domestic business trip based on the official position (management function) general approval of business trip (<b>copy absolutely necessary</b>) The traveler is not employed at RUB. If yes, please specify the reason for reimbursement of the travel expenses:</p>	
<p>I received from RUB</p> <p>a single payment: €</p> <p>an advance payment: €</p>	<p>From another party I received</p> <p>a subsidy: €</p> <p>a remuneration: €</p>
<p>I apply for reimbursement to the following bank account:</p> <p>IBAN: BIC/SWIFT:</p> <p>Name of bank: if Postbank - City:</p>	
<p>I confirm that the data I specified is correct. The expenses I specified really incurred. Supporting documents (e.g. invoices) are attached. The travel was not done within a secondary employment.</p>	
City, Date	Signature of traveler

**Cost calculation – to be filled in by Dez. 3 – Reisekostenstelle**

Reisekostenvergütung:

Als Abschlag / Einmalzahlung bereits erhalten:

**Auszahlungsbetrag:**

Bochum, den

Rechnerisch richtig

Bochum, den

Sachlich richtig

Destination of Travel: Institution, Street, City, Country / <u>Purpose of travel</u>			
<div style="background-color: #cccccc; height: 15px; width: 100%;"></div>			
<b>1. Outward trip from</b>		<b>to</b>	
		<b>Date</b>	<b>Time</b>
Start of outward trip			
End of outward trip			
<b>For Travel abroad:</b> Time of border crossing into the country of destination or time of the landing of the plane in country of destination			
<b>2. Business duty</b>			
		<b>Date</b>	<b>Time</b>
Start of business duty			
End of business duty			
<b>3. Inward trip from</b>		<b>to</b>	
		<b>Date</b>	<b>Time</b>
Start of return trip			
End of return trip			
<b>For Travel abroad:</b> Time of border crossing into Germany or time of the landing of the plane in Germany			
<b>4. Travel costs</b>	<b>EUR</b>	<b>Comments</b>	
Train ticket			
Seat reservation			
Flight			
Public transport			
Rental car			
Fuel costs for rental car			
Taxi		Reason for taxi use:	
Additional comment on the travel expenses (necessary reason for seat reservation on the plane, domestic flight):			
<div style="background-color: #cccccc; height: 15px; width: 100%;"></div>			
<b>5. Compensation for car use</b>	km outward trip	km return trip	Name of accompanying people in private car or kind of business luggage:
with private car			
Number of accompanying people in private car:			
Business luggage (> 40 kg)			
Bike / Motorbike or similar			
Additional comments to compensation for car use (Please specify e.g. reason for use of a private car):			
<div style="background-color: #cccccc; height: 15px; width: 100%;"></div>			

<b>6. Accommodation</b>		
For accommodation the following costs incurred:		€
I spent the night(s)		
in a hotel		
with breakfast                  without breakfast		
in my own apartment/house		
private (not in own apartment/house, but with e.g. family or friends)		
If private accommodation, is a lump sum payment of accommodation costs requested?		yes      no
Please specify reason if the accommodation costs exceeds <b>80,- € per night</b> : (Valid for travel within Germany, <u>for travel abroad special regulations are applied</u> )		
<b>7. Meals</b>		
The following meals were included:	Date	
Breakfast		
Lunch		
Dinner		
Comments on Meals (please specify in attachment, if necessary):		
<b>8. Daily allowance</b>		
The payment of the daily allowance is waived      yes                  no		
<b>9. Additional costs</b>	<b>EUR</b>	Comments (please specify in attachment, if necessary)
Attendance fees		
Visa		
Internet		
Parking costs (> 10,00 € - reason)		
Additional costs:		
Comments on additional costs (please specify in attachment, if necessary):		
<b>Completed correctly</b>	<b>Date, Signature of supervisor/head of department/institute</b>	