

Claim for Travel Expenses (please print in block letters)

To the TUB President -II RK 01 -

Claim for the business trip approved on _____

and carried out from _____ to _____

with the destination _____

Surname, First Name _____ Faculty / Dept. _____ Secretary: _____

Telephone _____ E-mail: _____

Private address (primary place of residence) _____

Personnel number: _____

I request that the funds be transferred to my account:

IBAN _____

BIC _____ Bank _____

I have already received a partial payment / flat-rate reimbursement:

yes, the amount was _____ € no

(if the funds are from a project with external funding, the TU project number: _____)

Information for cost calculation:

I. Additional places of residence

yes, in _____ no

II. Business trip with car

Private car Rental car TU van / TU vehicle
 Passenger in the car with _____

III. Free accommodations

Free accommodations were provided yes no

It was included in the conference fee yes no

Private accommodations (e.g. with friends, relatives) yes no

IV. Free meals

Received free meals yes no

Included in the conference fee / hotel bill yes no

Meal (e.g. conference dinner, buffet, etc.) provided that cost

more than 60 Euros yes no

Meals provided in plane yes no

Paid by TU Berlin as hospitality costs yes no

Number of free meals:

Breakfast: _____ Lunch: _____ Dinner: _____

V. Declaration of participation in bonus programs for airlines / train

I take part in a bonus program:

yes, and I hereby declare that the discounts I receive will only be used for business purposes.

no

VI. Declaration on possession of a BahnCard

none BC 25 BC 50 BC 100

I declare that all information is true and the costs listed in the annex ("Description of Travel") were actually incurred.

I know that only those costs can be reimbursed that are listed in the annex and for which I can show documentation.

Date, Signature