

FORM (for travel expenses of **Bloggs, Joe**)

Secr.: **MA 2-2**

Description of travel
in chronological order, giving mode of transport, accommodation, (officially) provided catering etc.

Last name, first name

Year 20.....			Time a) start b) finish	Access ¹⁾ Departure, arrival ¹⁾³⁾ Beginning ²⁾ , short description and end of official business ²⁾ Start & end of return journey ²⁾³⁾ ; Finish ¹⁾	Do not fill in				Travel costs					Additional expenses ⁴⁾ €	
					No. of days		Type and class of train or category of ship paid for	a) train ticket b) air ticket c) sleeping car voucher	a) Surcharge for EC, IC, D, FD trains b) Seat reserv. c) Luggage	Public transfer (e.g. subway, tram, bus)	Long distance	€	km		€
					Domestic	Abroad									
Day	Month				4	5	6	7	8	9	10	11	12	13	
28	May	10:30	Depart Neukölln												
		11:00	Arrive Tegel												
		13:00	Depart Tegel							150€					
		14:30	Arrive LHR												
		15:00	Bus to hotel									5,50€			
		15:30	Arrive hotel												
		15:30	Hotel check-in												
29	May	09:00	Begin conference												
			Conference fee											80€	
31	May	18:00	End conference												
1	June	09:00	Hotel check-out											180€	
		09:30	Bus to LHR									5,50€			
		11:30	Depart LHR												
		13:00	Arrive Tegel												
			Finish												
Total:										150,00€		11,00€		260€	

Foreign currency costs must be converted to Euro using the
TU-accepted currency converter website
"www.oanda.com/currency/converter".
You must attach a printout of the conversion to the original
receipt.

Declaration on unavoidability of hotel expenses

Reason for using any modes of transport not travelling according to a regular schedule (e.g. Taxis)

Declaration on the costs incurred

all costs are exclusively work-related

Additional expenses to the amount of € _____ are work-related

1) Local trip to/from main station/ airport/ bus-stop etc.:
Covering the distance in place of residence, business or accommodation to and from the Main station/ airport/ bus-stop of the chosen means of transport. Extra travel costs for persons and luggage for the local trip to and from the main station/ airport/ bus-stop etc by means other than the available public transport will only be reimbursed if it can be attested that they were necessary.

2) Arrival, begin, end
If the external business begins or ends in a neighbouring town or village please enter the time in which the Departure and arrival from the place occurred.

3) For foreign travel please enter the exact time of the border crossing for the outward and return journey; also the times of the border crossing from one country to another (column 2/3)

4) Extra costs
- Dispatch of personal luggage which was not taken on the official trip
- Transportation of files, equipment, tickets etc necessary for carrying out the official business
- Hotel costs, luggage depot
- If necessary for official business use of transport means other than public transport at place of business
- Admission charge/ conference fees, if necessary for official business
- Passport charges, post, telegram, telephone and internet charges resulting from official business