

Universität Ulm  
Dezernat III/Abt. III-1  
Personalservice  
Helmholtzstr. 16

89081 Ulm

## Travel Reimbursement Request

**Important!**

1. Please submit the travel reimbursement request as soon as possible after completion of your business trip.
2. Claims submitted later than **6 months** after completion of the trip will not be reimbursed (§3 Abs.5 LRGB).
3. Please submit the travel reimbursement request and the original copy of the supporting documents.

<b>Personal details</b>	Name, first name	
	Mail	Telephone (in case of queries)

<b>Address</b>	Private address
	Office/place of work

<b>Bank details</b>	I request <input type="radio"/> Bank transfer <input type="radio"/> Cash settlement (only in well-founded exceptions)
	Name and branch of bank:
	BIC: IBAN:
	Or Account number
	Account holder (unless identical with person submitting the request)

<b>Type of journey</b>	Purpose of journey: <input type="radio"/> Business trip <input type="radio"/> Start of employment <input type="radio"/> Job interview	
	Travel authorised on:	Travel mandated in writing by superior on

<b>Budget item</b>	funded program	funds center	third-party funded project number
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**Please note:**

1. Please give details of the schedule of journey as it actually happened (indicating calendar days and times of the day) separately (possibly as an attachment) and indicate the duration of each official business at each place and day of the journey.
2. Submit the original copies of the approved travel request and receipts of the expenses claimed.
3. Use of means of transport that are not regular public transport (e.g. taxi, hire car) must be justified.
4. Expenses exceeding the overnight accommodation allowance may only be reimbursed if the hotel bill is submitted and the choice of accommodation can be justified.
5. Extra expenses such as mailing costs and telephone, special luggage insurance, admission tickets and participation fees for professional conferences and exhibitions, visa fees, parking fees (where, in justified exceptions, a private car was used), etc., are reimbursable on submission of supporting proof.
6. With travel distances of up to 100 km (e.g. Ulm – Stuttgart), only the lowest class and cheapest train tickets may be reimbursed (usually 2<sup>nd</sup> class without ICE supplement)

		<b>Travel expenses</b> a) Train/bus ticket Air ticket b) Supplements c) Courgette/sleeper d) Seat reservation e) Other (e.g. taxi)	<b>Distances</b> a) Number of business travellers (names and department) b) Kilometres travelled	<b>Extra expenses/ accommodation</b> (e.g.: conference fee, official phone calls, parking fees) <b>IMPORTANT:</b> Please support by original receipts.
<b>Outward Journey</b>	Start of journey on _____ at _____ ○ from home ○ from office ○ from other place: by <input type="checkbox"/> Own Private car <input type="checkbox"/> Bus, tram, underground train etc. <input type="checkbox"/> Rail (class _____) departure scheduled at (time) _____ <input type="checkbox"/> Official car <input type="checkbox"/> Shared car (with _____) <input type="checkbox"/> Plane <input type="checkbox"/> Other ( _____ )  From _____ to _____	a) _____  b) _____ c) _____ d) _____ e) _____	a) _____   b) _____	
<b>Stay at place of business</b>	Arrival at place of official business on _____ at _____ Start of official business on _____ at _____ Travel expenses at place of business _____ Bus, tram (for the whole stay) _____ Private car _____ Other ( _____ ) End of official business on _____ at _____			
<b>Return journey</b>	Return journey on _____ at _____ From _____ to _____ by <input type="checkbox"/> Own Private car <input type="checkbox"/> Bus, tram, underground train etc. <input type="checkbox"/> Rail (class _____) departure scheduled at (time) _____ <input type="checkbox"/> Official car <input type="checkbox"/> Shared car (with _____) <input type="checkbox"/> Plane <input type="checkbox"/> Other ( _____ ) End of journey on _____ at _____ ○ at home ○ at office ○ at other place	a) _____  b) _____ c) _____ d) _____ e) _____	a) _____   b) _____	
<b>Intern. journey</b>	<b>Place, date and time of border crossings/landings</b> Outward journey: Return journey:			
<b>Air miles</b>	<b>I have received air miles</b> <input type="radio"/> No <input type="radio"/> Yes Number of air miles: _____			
<b>benefitsNon-paid</b>	<b>Were free meals and/or accommodation offered and/or received?</b> Free meals/ _____ <input type="radio"/> no <input type="radio"/> yes: Breakfast _____ times meals included in participation fees, hotel bills, air tickets. _____ Lunch _____ times Dinner _____ times Free accommodation/ _____ <input type="radio"/> no <input type="radio"/> yes: _____ times, from/to accommodation included in participation fee _____ <input type="radio"/> no <input type="radio"/> yes: _____ times, from/to <b>I have received an anticipated payment to the amount of _____ from the cash office of Ulm University.</b>			
	Daily allowance <input type="radio"/> no <input type="radio"/> yes: _____			
<b>Explanations</b>				

I confirm the correctness of my entries and I agree that the account will first be sent to the secretariat!

Date:

Factually correct:

\_\_\_\_\_  
Signature of business traveller

\_\_\_\_\_  
Signature  
Head of Department/Institute or Dean