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| **Universität Ulm Dezernat III / Abteilung III-1 Personalservice Helmholtzstraße 16 89081 Ulm** | **Travel Expense Report** |
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| **Please note:**  **When completing the form, please consider the footnotes on page 3 and the explanations on the website of Dept. III-1!**  <https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/dienstreisen> | | | | |
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| **Personal**  **details** | Claimant (family name, first name):  Klicken Sie hier, um Text einzugeben. | | | Personnel number LBV (without AG):  Klicken Sie hier, um Text einzugeben. |
| Private address (street, postal code, town or city):  Klicken Sie hier, um Text einzugeben. | | | |
| Employing facility/Institute (with address):  Klicken Sie hier, um Text einzugeben. | | | |
| E-mail (work):  Klicken Sie hier, um Text einzugeben. | | | Telephone (work):  Klicken Sie hier, um Text einzugeben. |
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| **Bank details** | Bank transfer to   |  |  | | --- | --- | | **Name of bank:** Klicken Sie hier, um Text einzugeben. | | | **BIC:**  Klicken Sie hier, um Text einzugeben. | **IBAN:** Klicken Sie hier, um Text einzugeben. | | **Account holder** (unless identical with claimant): Klicken Sie hier, um Text einzugeben. | | | | | |
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| **Type of trip** | Business trip | Start of employment | | Short local trip (“Dienstgang”) |
| Trip approved on / by **1)**  Klicken Sie hier, um Text einzugeben. | | | |
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| **Budget item** | Funded programme  Klicken Sie hier, um Text einzugeben. | Funds centre  Klicken Sie hier, um Text einzugeben. | | Third party-funded project  Klicken Sie hier, um Text einzugeben. |
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| **Advance payment** | I have received an advance payment of Klicken Sie hier, um Text einzugeben.by the cashier’s office of the University. | | | |
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| **Daily allowance** | Settlement with daily allowance :  yes  no **2)** | | | |

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| **Outward journey** | **Outward journey**  **from** Klicken Sie hier, um Text einzugeben.  **to**  Klicken Sie hier, um Text einzugeben.  **Start of the journey on**  Klicken Sie hier, um ein Datum einzugeben.  **Time**  Klicken Sie hier, um Text einzugeben.  **Place**  home  place of work  place of leave as authorised  Klicken Sie hier, um Text einzugeben. | **Means of transport: Please enclose proof! 3)**   |  |  | | --- | --- | |  | **Cost of journey** | | train  2nd class.  1st class  Scheduled depart.: Klicken Sie hier, um Text einzugeben. | Klicken Sie hier, um Text einzugeben. | | plane | Klicken Sie hier, um Text einzugeben. | | other (e.g. taxi, rental car, e-bike) **4)** | Klicken Sie hier, um Text einzugeben. | |  | **Journey section** | | own private motor vehicle  for shared car **5)**   sev. disabled >= 50% | Klicken Sie hier, um Text einzugeben. | | bus, tram, underground etc. | Klicken Sie hier, um Text einzugeben. | | company car | Klicken Sie hier, um Text einzugeben. | |  |  | | | |
| **Stay at place of business** | **Arrival at place of business**  **on**  Klicken Sie hier, um ein Datum einzugeben.  **at** Klicken Sie hier, um Text einzugeben.  **Beginning of business**  **on**  Klicken Sie hier, um ein Datum einzugeben.  **at**  Klicken Sie hier, um Text einzugeben.  **End of business**  **on**  Klicken Sie hier, um ein Datum einzugeben.  **at**  Klicken Sie hier, um Text einzugeben. | **Expenses at place of business: Please enclose proof! 3)**  **1. Cost of accommodation incl. breakfast:** Klicken Sie hier, um Text einzugeben. **6)**  **2. Other expenses** (e.g. registration fee, parking fees**) 7)**  **To the amount of**  Klicken Sie hier, um Text einzugeben.  **3. Travel expenses at place of business** (for the duration of the stay) **8)**   |  |  | | --- | --- | | bus, tram | Klicken Sie hier, um Text einzugeben. | | other | Klicken Sie hier, um Text einzugeben. | |  | **Journey section** | | own private motor vehicle  for shared car **5)**  sev. disabled >= 50% | Klicken Sie hier, um Text einzugeben. | | company car | Klicken Sie hier, um Text einzugeben. | | | |
| **Return journey** | **Return journey**  **from** Klicken Sie hier, um Text einzugeben.  **to**  Klicken Sie hier, um Text einzugeben.  **Start of the return journey on**  Klicken Sie hier, um ein Datum einzugeben.  **Time**  Klicken Sie hier, um Text einzugeben.  **End of the return journey on**  Klicken Sie hier, um ein Datum einzugeben.  **Time**  Klicken Sie hier, um Text einzugeben.  **Place**  home  place of work  place of leave as authorised  Klicken Sie hier, um Text einzugeben. | **Means of transport: Please enclose proof! 3)**   |  |  | | --- | --- | |  | **Cost of journey** | | train  2nd class 1st class  Scheduled depart.: Klicken Sie hier, um Text einzugeben. | Klicken Sie hier, um Text einzugeben. | | plane | Klicken Sie hier, um Text einzugeben. | | other (e.g. taxi, rental car, e-bike) **4)** | Klicken Sie hier, um Text einzugeben. | |  | **Journey section** | | own private motor vehicle  for shared car **5)**  sev. disabled >= 50% | Klicken Sie hier, um Text einzugeben. | | bus, tram, underground etc. | Klicken Sie hier, um Text einzugeben. | | company car | Klicken Sie hier, um Text einzugeben. | |  |  | | | |
| **Internat. travel** | **Border crossing / Landings**  **Outward journey**: Place Klicken Sie hier, um Text einzugeben. Date Klicken Sie hier, um ein Datum einzugeben. Time Klicken Sie hier, um Text einzugeben.  **Return journey:** Place Klicken Sie hier, um Text einzugeben. Date Klicken Sie hier, um ein Datum einzugeben. Time Klicken Sie hier, um Text einzugeben. | | | |
| **Free meals/accomm.** | **Free meals:** (e.g. invitation, meals included in registration fee or in-flight meals): **9)**  no  yes, namely  B  L  D on Klicken Sie hier, um Text einzugeben.  B  L  D on Klicken Sie hier, um Text einzugeben.  B  L  D on Klicken Sie hier, um Text einzugeben.  B  L  D on Klicken Sie hier, um Text einzugeben.  B  L  D on Klicken Sie hier, um Text einzugeben. | | | **Free accommodation 9)**  no  yes, namely Klicken Sie hier, um Text einzugeben. times  from/till Klicken Sie hier, um Text einzugeben.  **Accommodation included in registration fee**  no  yes, namely Klicken Sie hier, um Text einzugeben. times  from/till Klicken Sie hier, um Text einzugeben. |
| **Reasons Anmerkung** |  | | | |
| **I confirm that the above information is correct :**  \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signature business traveller | | | **Factually correct :**  **\_\_\_\_\_**\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signature superior  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If required also: Signature of person in charge at funds centre | |

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| **Preclusion period**  **A preclusion period of 6 months from the end of the business trip applies. If the expenses report is not submitted to the administration in writing within this period, the entitlement to reimbursement of travel expenses shall expire. The period begins on the day after the end of the business trip.**  **Data protection**  **Information on data collection, data processing and data protection can be found in the information sheet posted on our website under the section "Data protection".**  [**https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/**](https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/) | | | |
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1. The original of the approved travel request must be attached to the settlement.
2. A daily allowance is granted in accordance with the LRKG to compensate for the additional expenses for meals. This may be waived.
3. The actual costs are to be stated, invoices + tickets are to be enclosed. In the case of flights, the booking confirmation of the state travel agency DER Business Travel must also be attached (CO2 values). If the flight booking was not made through the state travel agency for important reasons, an offer from the state travel agency obtained at the same time must be submitted with the settlement showing that, all things considered, the actual booking was more favourable.
4. If a rental car/taxi/car sharing was used unexpectedly, this must be justified in the travel expense report; for eligibility for reimbursement, see the information on the website Dept. III Business Travel. Please use the field "Reasons" for this.
5. If a private vehicle is used for car sharing (other business travellers are taken along in the private vehicle), it is necessary to specify the business travellers who were taken along. Please use the field "Reasons" for this.
6. Costs that are higher

* than 95 € incl. breakfast (in Germany) or
* than those indicated in the Hotelliste BW (in Germany), or
* than those indicated in the country list ARVwV (abroad)

are only recognised in exceptional cases and must be justified, see information on the website Dept. III Business trips. Please use the field "Reasons" for this.

Without proof of costs, a fixed allowance is generally granted for necessary, actual overnight stays in accordance with the LRKG.

If several business travellers spend the night together in a shared room, the accommodation costs incurred shall be divided equally. If business travellers stay overnight in a room with persons not entitled to reimbursement (e.g. spouse), the accommodation costs incurred shall be reimbursed up to the price that would have to be paid for the sole use of a single room; in the absence of corresponding evidence, the costs shall be divided equally by person.

1. Other costs are expenses that are directly related to the official business carried out and are necessary in order to be able to carry out the official business, see notes on the website Dept. III Business trips. Please justify if necessary.
2. Travel expenses shall also include necessary expenses for journeys for the performance of official business on site, including the journey to and from accommodation and meals, insofar as this is necessary.

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1. Benefits received by business travellers from third parties (except: benefits granted because of personal relationships, e.g. relatives, acquaintances) on the occasion of a business trip shall be offset against the travel allowance. Free meals must be stated separately for each day.