



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

Travel Reimbursement Request

89081 Ulm

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.

Personal details	Name, first name	
	Mail	Telephone (in case of queries)

Address	Private address
	Office/place of work

Bank details	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 <small>(unless identical with person submitting the request)</small>

Type of journey	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

Budget item	funded program	funds center	third-party funded project number
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Please note:

- 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.
- Submit the original copies of the approved travel request and receipts of the expenses claimed.
- Use of means of transport that are not regular public transport (e.g. taxi, hire car) must be justified.
- Expenses exceeding the overnight accommodation allowance may only be reimbursed if the hotel bill is submitted and the choice of accommodation can be justified.
- 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.
- With travel distances of up to 100 km (e.g. Ulm – Stuttgart), only the lowest class and cheapest train tickets may be reimbursed (usually 2nd class without ICE supplement)

		Travel expenses a) Train/bus ticket Air ticket b) Supplements c) Courgette/ sleeper d) Seat reservation e) Other (e.g. taxi)	Distances a) Number of business travellers (names and department) b) Kilometres travelled	Extra expenses/ accommodation (e.g.: conference fee, official phone calls, parking fees) IMPORTANT: Please support by original receipts.
Outward Journey	Start of journey on _____ at _____ <input type="radio"/> from home <input type="radio"/> from office <input type="radio"/> 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)	
Stay at place of business	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 _____			
Return journey	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 _____ <input type="radio"/> at home <input type="radio"/> at office <input type="radio"/> at other place	a) b) c) d) e)	a) b)	
Intern. journey	Place, date and time of border crossings/landings Outward journey: Return journey:			
Air miles	I have received air miles <input type="radio"/> No <input type="radio"/> Yes Number of air miles: _____			
benefits Non-paid	Were free meals and/or accommodation offered and/or received? 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 I have received an anticipated payment to the amount of _____ from the cash office of Ulm University.			
	Daily allowance <input type="radio"/> no <input type="radio"/> yes: _____			
Explanations				

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