|  |  |
| --- | --- |
| Trip destination/place |  |
| Trip purpose |  |
| Start of trip (date) |  |
| End of trip (date) |  |
| Start of first official assignment |  |
| End of official assignment |  |
| Means of transport |  |
| Use of own motor vehicle |  [ ]  yes  | [ ]  no |
| Meals provided free of charge |  [ ]  yes  | [ ]  no |
| Accommodation provided free of charge |  [ ]  yes  | [ ]  no |
| Breakfast in hotel received |  [ ]  yes  | [ ]  no |

If yes, see also page 2, “meals components”

|  |
| --- |
|  |
|  |
| [ ]  yes  | [ ]  no |
| [ ]  yes  | [ ]  no |

I am aware of the content of the travel expenses report and notes overleaf and I affirm the accuracy and completeness of the information given above and the travel expenses report. I have actually incurred expenses claimed for. Receipts are enclosed.

Date

Signature

Please sign only the GERMAN form!

Countersigned

Date

|  |  |
| --- | --- |
| Telephone no. |  |
| Faculty/unit |  |
| IBAN |  |
|  |  |
| Bank |  |

|  |
| --- |
| **Travel expenses report for business trips** |
| Surname, given name  |  |
| Institute/department |  |
| Private address |
|  |
|  |
| Cost centre/project |  |

Please complete and sign the German version of this document, which is legally binding.
This English translation is provided only to help you fill in the original German form. 

|  |  |  |
| --- | --- | --- |
|  | Hours | Minutes |
| Time |  |  |
| Time |  |  |
| Time |  |  |
| Time |  |  |

I have received an advance of (amount)

I received a ticket from

I request payment of my per diem allowance (cross as appropriate)

I request an accommodation allowance
(for accommodation not invoiced directly to the university)

If a private or rental motor vehicle or a taxi has been used, please explain why:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of supervisor pursuant to § 70 LHO VV
(Administrative Regulations on the State Budgetary Code)

Please sign only the GERMAN form!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be filled in by the Travel Cost Centre

|  |  |
| --- | --- |
| 1. Paid as an advance (euros) |  |
| 2. Assumed to be still due to be disbursed (euros) |  |
| 3. No. 10 must be checked against § 24 Hessian Travel Expenses Act (*Hessisches Reisekostengesetz, HRKG*). Further information may be required from the traveller. |
| 4. Countersigned (affirming that the information and calculations are correct)  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Signature |

This form is valid only for employees, established civil servants, student assistants and academic assistants at Goethe University.

|  |
| --- |
| Please list your travel expenses according to the categories below: |
|  |  |
| Hotel, accommodation expenses § 10 HRKG |  |
| Public transport, rail travel § 5 HRKG |  |
| Air travel § 5 HRKG |  |
| Taxi/rental motor vehicle costs (please supply reasons)  § 5 HRKG |  |
| Kilometres in own motor vehicle § 6 HRKG |  |
| Named passengers and kilometres travelled § 6 HRKG |  |
| Participation fee(s) § 11 HRKG |  |
| Ancillary expenditure § 11 HRKG |  |
| Other costs |  |
| - costs to be borne by employee/grant |  |
| Total |  |
|  |

|  |
| --- |
| Notes |
|  |

|  |
| --- |
| Meals components (Which meals did you receive free of charge during the business trip?) |
|  |

Claims for reimbursement of travel expenses must be made within **a half-year** cut-off period. This period starts on the day after the business trip has ended.

The travel request approval must be included with the travel expenses report submitted. Travel expenses reports not including the travel request approval will be returned to the traveller.

Reasons for the use of rental motor vehicles and/or taxis must be provided.

For business trips beginning and ending at the traveller’s residence, only the transportation expenses which would have arisen had the journey begun at the employee’s place of work are reimbursable.

The following examples illustrate expenses that may be reimbursable as incidental expenditure:

Fees for accompanying personal or employment-related baggage or the dispatching of baggage, reservations of hotel rooms or sleeping car vouchers, left luggage storage, entry fees for visiting events attended in an official capacity, postage costs and telephone and internet fees that have arisen in the fulfilment of official assignments.

Examples for non-reimbursable ancillary expenditure include purchases of typical travel requisites, reductions in the value of clothes and suitcases through wear and tear, accident insurance premiums, additional travel insurance, tips, and expenditure on items such as newspapers or city maps.

**Annex to the travel expenses claim of Mr/Ms/Mrs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_**

[x]  Please place a cross in the appropriate boxes.

**Taking a taxi or hiring a car was required, because**

[ ]  the principal means of transportation could otherwise not have been reached

[ ]  the location of the official business (conference, training) could not otherwise have been reached or reached on time

[ ]  the traveller’s residence was no longer reachable by public transport after the business travel ended

[ ]  bulky or heavy luggage was being transported

[ ]  health reasons (known and on file) made this necessary

[ ]  Other reasonable grounds—please state:

**The level of the hotel bills**

**—please fill in for hotel costs of more than € 80/night**

**was unavoidable, because**

[ ]  The hotel was the conference hotel. The other participants were also accommodated there.

[ ]  A trade fair took place at the location of the assignment at the same time and a trade fair supplement was charged on top of the room price

[ ]  A trade fair, major sporting event or similar was taking place at the location of the assignment at the same time and no more reasonably priced accommodation was available in the locality

[ ]  Registration for the event/conference was only possible at short notice (for reasons not the “fault” of the individual) and more reasonably priced accommodation was already booked out

[ ]  no more reasonably priced accommodation could be found at the place of the assignment or in the general area (within a 30 km radius) despite intensive efforts

[ ]  Other reasons—please state:

The compelling necessity to provide the above details arises directly out of the Hessian Travel Expenses Act (§ 5 (3) HRKG—reasonable grounds for using a taxi or rental vehicle—and from § 8 HRKG—unavoidable additional costs for lodgings). This statutory basis is also binding for the reimbursement of travel expenses at Goethe University, Frankfurt.

**I affirm that the reasons I have indicated are correct.**

Please sign only the GERMAN form!

Signature of the business traveller