

Application for the reimbursement of travel costs (Use an extra sheet if necessary)

Forename and surname

Apartment with cooking facilities which are used for the preparation of warm meals, and which is furnished and contains other household items:

yes

no

Separation allowance was approved in writing on

for the time from

until

Specific authorization of this official trip is attached

yes

Permanent authorization for this trip is attached

yes

I. Arrival

on _____
at _____

from the _____ residence
_____ place of work

Means of transport

from _____
to _____

Daily allowance for
a) one-day business trips
b) one-day training trips
c) multiple-day business trips
d) multiple-day training trips
e) daily allowance waived

Overnight accommodation on more than €60/90 always with justification

Travel costs

- a) class
- b) ticket
- c) surcharge
- d) sleeping car voucher
- e) seat reservation
- f) other

Mileage compensation
a) car used with valid reason
b) car used without valid reason
c) No. of passengers
d) Km per passenger

Incidental costs (type of cost); give reasons under point VI

II. Stay at place of business

Start of business on _____
at _____

Euro

Euro

Km

Euro

End of business on _____
at _____

Travel costs at the place of business for the whole duration of stay:

- Private vehicle
- _____
- _____

III. Return journey

Return journey on _____
at _____

Means of transport

from _____
to _____

Arrival at the _____

- residence
- place of work

on _____
at _____

Total

IV. Travel abroad

Place, date and time of any border crossing or landing

Outward journey:

Return journey:

V. Grants (fill in even if daily allowance is being waived!)

In connection with this trip I received

travel expenses

no

yes, to the amount

for

free accommodation

no

yes

board free of charge

breakfast

no

yes, on

lunch

no

yes, on

evening meal

no

yes, on

meals on the plane

breakfast

no

yes, on

lunch

no

yes, on

evening meal

no

yes, on

included in daily allowance

overnight

no

yes, on

breakfast

no

yes, on

lunch

no

yes, on

evening meal

no

yes, on

VI. Reasons of any kind (explanations on separate sheet where necessary):

I have received an advanced payment:

no

yes, of (in EUR)

I affirm that the details given are correct and request payment to the bank account named below.

Please also fill in the shaded areas on the front page! The right to travel allowance expires if no application is made within 6 months (Art. 3 Abs. 5 BayRKG).

Regensburg,
Place, date

Signature

DO NOT SUBMIT ENGLISH VERSION