Westfälische Wilhelms-Universität
Sachgebiet 3.21
Schlossplatz 2

48149 Münster

You make the processing easier, if you present the accounting within 4 weeks with all documents.

TRAVEL EXPENSE CLAIM

Claimant`s full name	Position	Date of birth
University Department/Faculty		Phone (office)
Home Address	Distance (in kilometers) home - office	Phone (home)
Purpose of Travel		
Account No. / Bank Code	Address of Bank/Swift Address	

I received an installment to the amount of Euro.

I received a travel advance amounting to Euro.

I hereby certify that the data provided are correct and complete, the costs indicated did occur.

date, signature

Travel Dates (provided that Tagegeld ist not to be refunded, please fill in only the grey fields)

Departure from home ☐ from office ☐
date:
time:

travel by (private car, train, air, etc.)
destination:
(place, country)

Border crossing in case of foreign business trip/voyage out

a) train/car:
date: time: place:

b) flight, arrival at destination:
date: time: place:

Beginning of business activities at foreign business destination
date: time:

End of business activities at foreign business destination
date: time:

Calculation of costs:

Train ticket: Euro
Public transport: Euro
Taxi costs: Euro
Flight expenses: Euro

Private car/number of km driven

Passenger in the car of:

Passengers taken in own motor vehicle
Name: altogether taken km
Name: altogether taken km
Name: altogether taken km

Official baggage in own motor vehicle / there and back
altogether taken km kg bulky ☐

catering/lodgings provided free
(included in the conference charges)

	breakfast	lunch	dinner	lodgings
date	☐	☐	☐	☐
date/from-till	☐	☐	☐	☐
date	☐	☐	☐	☐
date	☐	☐	☐	☐

catering/lodgings provided free during the flight

	breakfast	lunch	dinner	lodgings
date	☐	☐	☐	☐
date	☐	☐	☐	☐
date	☐	☐	☐	☐
date	☐	☐	☐	☐

overnight stay in own apartment
date:
from:
till:

Overnight expenses: Euro

Additional travel costs: Euro

Border crossing in case of foreign business trip/return trip

a) train/car:
date: time: place:

b) flight, first landing in the country:
date: time: place:

Return journey
date: time:
from:

Arrival home ☐ **at office** ☐
date: time:

Compelling reasons for use of taxi, additional information

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