

# Claim for Travel Expenses

to the TUB President -II RK-

Claim for the business trip approved on \_\_\_\_\_  
and carried out from \_\_\_\_\_ to \_\_\_\_\_

with the destination \_\_\_\_\_

Surname, First Name \_\_\_\_\_

Faculty / Dept. \_\_\_\_\_ Secretary \_\_\_\_\_

e-mail \_\_\_\_\_

phone \_\_\_\_\_

Private address (primary place of residence) \_\_\_\_\_

Personnel number \_\_\_\_\_

I have already received a partial payment / flat-rate reimbursement:

yes, the amount was \_\_\_\_\_ no \_\_\_\_\_

if the funds are from a project with external funding, the TU project number: \_\_\_\_\_

## Information for cost calculation:

### I. Additional places of residence

no \_\_\_\_\_ Yes, in \_\_\_\_\_

### II. Business trip with car

Private car \_\_\_\_\_ Rental car \_\_\_\_\_ TU Van / TU vehicle \_\_\_\_\_ no \_\_\_\_\_  
Passenger in the car with \_\_\_\_\_

### III. Free accommodations

|                                                      |     |    |
|------------------------------------------------------|-----|----|
| Free accommodations were provided                    | yes | no |
| It was included in the conference fee                | yes | no |
| Private accommodations(e.g. with friends, relatives) | yes | no |

### IV. Free meals

|                                                                             |     |    |
|-----------------------------------------------------------------------------|-----|----|
| Received free meals                                                         | yes | no |
| If Yes:                                                                     |     |    |
| Included in the conference fee / hotel bill                                 | yes | no |
| Meal (e.g. conference dinner, buffet, etc.) provided that cost more than 60 | yes | no |
| Euros Meals provided in plane                                               | yes | no |
| Paid by TU Berlin as hospitality costs                                      | yes | no |

Number of free meals: \_\_\_\_\_ Breakfast: \_\_\_\_\_ Lunch: \_\_\_\_\_ Dinner: \_\_\_\_\_

### V. Declaration of participation in bonus programs for airlines / train

I take part in a bonus program:

no \_\_\_\_\_ yes, and I hereby declare that the discounts I receive will only be used for business purposes \_\_\_\_\_

### VI. Declaration on possession of a BahnCar

none \_\_\_\_\_ BC 25 \_\_\_\_\_ BC 50 \_\_\_\_\_ BC 100 \_\_\_\_\_

I declare that all information is true and the costs listed in the annex ("Description of Travel") were actually incurred.

**I know that only those costs can be reimbursed that are listed in the annex and for which I can show documentation.**

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Date, Signature \_\_\_\_\_