Travel Expenses

Name, Surname:													
Address													
I. Presentation of the business tr	ip												
Purpose and aim of the business trip:													
2. Departure from	on									at		ľ	om/an
Arrival at	on									at		I	om/an
3. Return from	on									at		I	om/an
Arrival in	on									at		I	om/an
4. Additional meal expenses/Overnight stay	on		•		••••				•••••				
5. Explanations:	•		•••••					•••••	•••••	•••••		•••••	
			•••••	•••••			•••••						
(Please explain here, e.g. necessary taxi rides)													
II. Travel Expense Accounting													
1. Travel expenses													
(Public transport 1./2. Class / Car)					km	x 0,2	20.€						€
2. Expenses for arrival / departure	Days	=		€									
Expenses for absence 24 h	Days	=		€									
Less free meals		=		€	pai	d ou	ıt						€.
3. Overnight stays					Σ	ζ.		€					€
4. Additional costs (please explain)													€
☐ Travel tickets are attached										•	Гotal.	:	€
		m)			. 11			1					
I dutifully confirm the accuracy of my inform	nation	1. I Ne	e cos	ts ac	tuaii	y ind	curr	ea.					
(Place, date)												(Si	gnature)
Bank details:													
Credit institution:													
		•••••				•							
IBAN:	\top												
	\perp												