

Travel expenses account

name and first name _____ **duration**
 departure date _____ time _____ days
 return date _____ time _____ hours
 reason _____
 places _____

transportation company car
 private car
 train
 plane
 others

	amount	total amount or allowances
1. Travel costs		
individual evidence as per receipt		

mileage allowances for usage of private car without individual evidence		
car _____ driven km per _____ 0,30 €		
	→	
2. Overnight expenses		
individual evidence as per receipt		

	→	
3. Food supply additional expenditure		
Allowances for absence of		
at least 8 hours* _____ days per _____ €		
24 hours _____ days per _____ €		
	→	
* if applicable day of departure and day of return in case of journeys lasting several days		
4. Additional expenses		
individual evidence as per receipt		

	→	
Total		

date / signature _____