

Statement of Travel Expenses

To Department 44.2 – Travel Expenses

1	Personal information		UoC personal number (if known) <i>not LBV (Regional Authority) number</i>	8 _ _ _ _ _
	Title / last name, first name		Date of birth	
	Faculty / Department / Institute / Seminar <i>UoC: may use stamp</i>		Email	
			Extension Phone	
			1. _____	
			2. _____	
Home address		Distance between your home and place of work		
		km		
UoC employees: <input type="checkbox"/> use salary account		<input type="checkbox"/> External applicants: Please enter your bank account information		
Please remember to inform the responsible person in Department 41 – Staff Management – of any changes in your bank account information. It is not enough to notify the Regional Authority for Compensation and Retirement (Landesamt für Besoldung und Versorgung – LBV). We can only process this application if Department 41 has all your current information.		IBAN _____		
		BIC/SWIFT _____		
		Bank _____		
2	Duration of travel		If travelling abroad, please indicate the time of border crossing (In the case of air travel, please indicate the landing times)	
		Date	Time	
	Start of travel (starting from home/office)			Outward: _____
				Place Date Time
	End of travel (at home/office)			Return: _____
				Place Date Time
	Duration, purpose and place of business		Was your business trip preceded or followed by a vacation ?	
Start of business		<input type="checkbox"/> No <input type="checkbox"/> Yes, from _____ to _____		
		Date Time Date Time		
End of business		_____ to _____		
		Date Time Date Time		
Purpose of travel/ Event title			Indication of trip times if you made a round trip or returned home every day (if necessary, attach separate sheet)	
Destination(s) and country(s)	1. _____		Round trip: Arrival/Landing Return/Depart Destinations	
	2. _____		Daily return home: Start Return home/office	
	3. _____		1. from _____ to _____	
			Date Time Date Time	
		2. from _____ to _____		
		Date Time Date Time		
		3. from _____ to _____		
		Date Time Date Time		
3	Meals (Mandatory information for the calculation of daily rates)		<input type="checkbox"/> I waive my right to a daily allowance (no further information on point 3 necessary)	
	Were free meals provided by other official institutions (e.g. universities)? Or were meals included in the conference fee/the hotel or flight booking? <input type="checkbox"/> No <input type="checkbox"/> Yes, specifically: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner		Free meals were provided on the following days:	
4	Accommodations (please choose one of the following options)		Further details if necessary:	
	<input type="checkbox"/> No refund for accommodations <input type="checkbox"/> Accommodations were officially provided free of cost or have (already) been paid for by the UoC / by a third party <input type="checkbox"/> No accommodations, or daily return home (own flat / house) <input type="checkbox"/> I waive my right to reimbursement of accommodation costs / daily rate for accommodations			
	<input type="checkbox"/> Reimbursement for the fixed daily rate for accommodations <input type="checkbox"/> I stayed with friends / family (<i>Germany 20€ / abroad 30€ per night</i>)		Further details if necessary:	
	<input type="checkbox"/> Reimbursement for accommodation costs (please include receipts) <input type="checkbox"/> Below the maximum rate (see right column) <input type="checkbox"/> Maximum rate or above (if your accommodation costs are above the maximum daily rate, please provide compelling reasons)		The maximum refundable daily rate for accommodations in Germany is 80 €. For the maximum refundable rates of accommodations abroad, please see the list of countries on our website (Department 44.2). Should your accommodations expenses exceed the maximum rates, we can only refund the difference if the necessity is explained:	
Total Accommodations: _____ €				

5	Transportation (please include receipts)		Please use the Appendix „Table of Travel Costs“ if you have many receipts (see our website) *According to the Law on Travel Expenses of North Rhine-Westphalia, you must give reasons in writing for travelling in a higher class than economy, taking domestic flights and for the use of a taxi or rental car (indication of official/compelling personal reasons). Reasons: <input type="checkbox"/> First-class for rail travel due to duration of 2 hours or more (one way) <input type="checkbox"/> Use of next higher class from pure flight time of at least 5 hours <input type="checkbox"/> Severe disability (markers G, aG, GI, BI, Tbl or H) <input type="checkbox"/> Other:
	Means of transportation train* <i>BahnCard</i> <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100 Bus/tram airplane* rental car taxi* other _____	Paid class ---	total EUR ---
	Total transportation:		If you took a taxi, please indicate the starting point and destination as well as the starting time:
6	Company car (if applicable, continue with no. 9)		
	<input type="checkbox"/> A company car was used		
7	Reimbursement for the use of private vehicles		<input type="checkbox"/> Transport of bulky business equipment or items weighing more than 40 kg <input type="checkbox"/> Other:
	<input type="checkbox"/> Reimbursement of mileage allowance It is hereby confirmed that a company car could not be provided.		
	Private car = _____ km Private two-wheeled vehicle = _____ km Other _____ = _____ km	Further details if necessary:	
8	Reimbursement for taking other participants (in private car)		Further details if necessary:
	Names of passengers	kilometers	
9	Additional costs (include receipts) EUR		If applicable, please subtract the cost of for a conference dinner that was included in the conference fee (not refundable). Further details if necessary:
	Conference fee		
	Required visa		
	Other I _____		
	Other II _____		
10	Financing information		
	<input type="checkbox"/> I have received an advance payment from the University of Cologne on my travel expenses. Date: _____ Amount: _____ €		
	<input type="checkbox"/> Costs were/will be covered by a third party (grants) _____ € Description _____ (include receipts)		
	<input type="checkbox"/> Please limit the reimbursement of travel expenses to _____ €		
	Financing: cost center or PSP element (mandatory information)		Further information on financing details
Ledger Account	<input type="checkbox"/> Reisekosten Interne Dienstreise (685000) <input type="checkbox"/> Reisekosten StipendiatInnen (730160) <input type="checkbox"/> Reisekosten Interne Weiterbildung (685100) <input type="checkbox"/> Reisekosten int. SOKRATES (685010) <input type="checkbox"/> Reisekosten Externe (685200) <input type="checkbox"/> Reisekosten Dozenten ERASMUS (685050)		
<ul style="list-style-type: none"> - It is hereby confirmed that a more cost-efficient way of completing official business, particularly by use of digital communication media, is not possible or not reasonable. - Please include the travel authorization / delegation in printed form and all original receipts (not photocopies). - According to section 3 of the Law on Travel Expenses of North Rhine-Westphalia (Landesreisekostengesetz), all statements of travel expenses must be submitted to the Travel Expenses Department within six months, beginning on the first day after returning from the business trip). 			
Applicant I hereby duly confirm that the provided information is correct _____ Date/Signature		Head of institute / department (cost centre manager) The provided information is factually correct. _____ Date/Signature Name in block letters	