

Please note that **ONLY** the German version of this document is legally binding and has to be signed. The English translation is provided to help you fill out the original German document.

07 Recipient (LAST NAME, first name) -35-		<b>Payment authorisation for Travel expenses</b>  <b>An die Staatsoberkasse Bayern in Landshut</b>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <i>Receipt stamp of the University Admin. Referat P 6</i> </div>		Receipt no.		
08 Street, house number -35-						TL no.		
09 Postcode, city -32-								
LfF reference number (see salary statement)								
E-mail address or telephone number in case of questions		14 Recipient payment reference -27-						
Department (full address)		11 Bank's abbreviated name						
		12 IBAN -34			13 BIC -11-			
		01 Processing location -17-			02 Account number -14-			
		01 a Cost type		Cost centre		05 Sum (EUR)		10 Payment method 1 = Cash 2 = Postal order 5 = Internal transfer
		04 HÜL-A no. -6-		Initials		21 Deposit -13-		
22 Instalment code 1 = First payment 2 = Additional instalment payments 9 = Final payment		03 Instalment no. -7-		23				
Fiscal period	15 Date due	Amount of sum 5 in words (over EUR 1000)						

The following must be attached to this report:

- Completed and signed original business travel authorisation form
- Original receipts, tickets, etc.

The following should be attached to this report if applicable:

- Evidence of partial payments/advance payments made by the employer
- Reasons for using taxis, cancelling/changing reservations, exceeding maximum accommodation price
- Credit card bill
- Quotations (e.g. flight, accommodation)

Only complete applications will be processed (shaded fields on both sides).

The claim to reimbursement of travel expenses expires if it is not asserted within six months (Section 3 (5) BayRKG).

The attached draft travel expense report and original travel expense documents are required for entry into the FSV system.

The travel expenses office requests that the original attached travel expense report is also given to employees on business trips.

Employee was given report on: ..... Initials: .....

Factually and mathematically correct		<b>Audit certificate</b> (VV No. 8.1/Section 79 BayHO): 1. Audited 2. To be paid out/to be offset against																
Erlangen/Nuremberg, ..... Signature (VV nos. 6 to 9 and 10.4. Section 70 BayHO)																		
The sum is to be paid and entered into the accounts as stated above.		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Bh</th> <th style="width: 55%;">Accounting department</th> <th style="width: 30%;">AST no.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Bh	Accounting department	AST no.												
Bh	Accounting department	AST no.																
Erlangen/Nuremberg, ..... Signature of authorised person (VV no. 10 Section 70 BayHO):		Bh _____ Initials _____ *continue overleaf if necessary																
<b>Amount received</b> <input type="checkbox"/> in cash <input type="checkbox"/> by cheque from ..... Place, date, signature		Paid out by <input type="checkbox"/> internal transfer <input type="checkbox"/> direct debit <input type="checkbox"/> bank transfer Date _____ Bank _____ Signature: .....																
		Receipt stamp of the cashier's office																

**Only fully filled out forms can be processed. The shaded fields on the front must be filled in as well. The claim to reimbursement of travel expenses expires if it is not asserted within six months (Section 3 (5) BayRKG).**

Travel expenses report		(please enclose all original receipts and the original business travel authorisation )					
Journey from office or		<input type="checkbox"/> home		<input type="checkbox"/> other location:			
by		<input type="checkbox"/> train		<input type="checkbox"/> own car		<input type="checkbox"/> flight	
on		at		h		Destination:	
Arrival date		at		h		(Please enclose an additional sheet if more than one destination.)	
Travel abroad: border crossing or landing at first airport in destination country on						at	
Start of work/official business at the destination (date):						at	
End of work/official business at the destination (date):						at	
Return journey		by		<input type="checkbox"/> train		<input type="checkbox"/> own car	
on		at		h		Arrival date	
1 a. Daily allowance		<input type="checkbox"/> daily allowance waived		<input type="checkbox"/> personal visit		Days	
Only for flights:		<input type="checkbox"/> No meals were offered during the flight					
Only travel abroad:		<input type="checkbox"/> Eating at a staff canteen was an option					
1 b. Free meals/meals during flights		(please fill in date and cross as appropriate – even when waiving the daily allowance):					
from/on		Morn- ing	Lunch	Even- ing	Incl. in participation fee		Paid/booked by FAU.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2. Overnight accommodation		<input type="checkbox"/> already paid by:					
Number of nights							
<input type="checkbox"/> Per diem or		<input type="checkbox"/> invoice:		EUR		<input type="checkbox"/> Breakfast was not included in the price	
<input type="checkbox"/> It was necessary to book accommodation that exceeded the accommodation rates for official reasons (e.g. hotel needed to be in close proximity to place of business; in order to save high travel costs; less expensive accommodation unavailable).							
<input type="checkbox"/> Accommodation in own flat (also secondary residence) in				on:			
<input type="checkbox"/> Free accommodation (e.g. invitation by project partner) on (date):							
3. Transportation costs (good reasons must given for the use of taxis)							
Train:		EUR		Public transport:		EUR	
Hire car:		EUR		Other mode of transport/taxi:		EUR	
Flight:		EUR		other:			
Private vehicle:		<input type="checkbox"/> Car		<input type="checkbox"/> Motorcycle		<input type="checkbox"/> Moped	
		<input type="checkbox"/> Bicycle		km driven:			
<input type="checkbox"/> If there were legitimate reasons for using a taxi/private vehicle (also when going to the airport), flying business class or reserving a seat on the plane please include a separate sheet stating why this was necessary							
Car pool compensation: employees taken on business trips in your car (employees of the Free State of Bavaria only):							
Name(s):						km	
Name(s):						km	
4. Additional expenses Please state your reasons for buying a BahnCard Business and for business-related use of telephones/Internet. Add extra page if necessary. Please enter this information even if your department has paid these expenses							
		EUR					
		EUR					
		EUR					
5. <input type="checkbox"/> Partial payment received (please attach a copy of the payment receipt)		EUR					
6. <input type="checkbox"/> Costs were paid directly by the department or a third-party. (please attach receipts)		EUR					
I confirm that the above information is correct. The expenses I have stated above were in fact incurred.							
Erlangen/Nuremberg,		.....					
		Signature					

I hereby confirm that I agree to my travel expense report being sent to me by the travel expenses office via unencrypted e-mail. If yes, please provide e-mail address on the front.