|  |  |  |
| --- | --- | --- |
| Anordnende Stelle | Auszahlungsanordnung für Reisekosten - **Ausland** | Beleg Nr. |
| Polnische Historische Mission an der Universität Würzburg | An die Referat 4.1 | TL Nr. |
| **To be completed by claimant!** |  |
| 01 | Claimant (surname, first name) | 02 | Finanzposition | 03 | Fonds |
|        |  72-0846 |  822353 |
| 04 | Street, house number | 05 | Verwendungszweck für Empfänger |
|        |  Teilnahme an der Tagung "Freiheit und Unfreiheit" 28.-29.09.2023 |
| 06 | Postcode/ZIP, town | 07 | Abschlags-Schl. | 1 = 1. Abschl.-Zahlung |
|        |        | 2 = weitere Abschl.-Zahlung9 = Schlußzahlung |
| 08 | Bank |  | 09 | Fällig am |
|        | 20.......... |  |  /Sofort |
| 10 | [BIC/SWIFT](http://www.iban.de/bic-suchen.html) (mandatory for EU payments) | 11 | Finanzstelle | 12 | Betrag (€) | 13 | Art der Zahlung |
|  |       |  | 04120560 |  |  | 1 = bar2 = postbar5 = Verrechnung |
| 14 | [IBAN](http://www.iban.de/iban-berechnen.html) (mandatory for EU payments) | 15 | HÜL-A Nr. | 16 | Verrechnungsbetrag |
|  |       |  |  |  |  |
| 17 | Sort code | 18 | Abschlags-Nr. | 19 | Summe d. abger. Abschl.z. |
|  | nie dotyczy |  |       |  |       |
| 20 | Account number | **Betrag in Worten (ab 1000,00** €**)** |  |
|  | nie dotyczy |  |  |
| Phone (work) |  |  |
| nie dotyczy |  |  |
| Email (work) | Kostenberechnung laut umseitiger Reisekostenrechnung u. Begründung d. Ausgabe (VV Nr. 5 zu Art. 70 BayHO) | € |
|       |
| Employing organisational unit (institute/clinic) | Tagegeld |  |  |
|       | Übernachtungsgeld/-kosten |  |  |
|       | Abfindung für Krankenhausaufenthalt |  |  |
|       | Fahrtkosten |  |  |
|       | Wegstreckenentschädigung |  |  |
| I **a f f i r m** that the information I provided is true and correct. | Mitnahmeentschädigung |  |  |
| I did incur the expenses I have claimed for. | Nebenkosten |  |  |
|  |  |  |  |
| **Staff ID number:[[1]](#endnote-1)** **nie dotyczy** | Zwischensumme |  |  |
|  |  |  |  |
| Place, date | Ab: Zuwendung von anderer Seite |  |  |
|       | Ab: Abschlag |  |  |
|  | ggf. maximale Erstattung lt. Mittelgeber |  |  |
|  | Auszuzahlen - Wiedereinzuziehen |  |  |
|  | Sachlich richtig - und - rechnerisch richtig |
| Pay grade       **Signature** |  |
| Eingangsstempel:  | Unterschrift (VV Nrn. 6 bis 9 und 10.4 zu Art. 70 BayHO) |
| Der Betrag ist wie oben angegeben, auszuzahlen und zu buchen. Betriebsmittel stehen, soweit erforderlich, zur Verfügung (Art. 43 BayHO) |
| Ort, Datum |
| Unterschrift des Anordnungsbefugten und Institutsstempel |

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| **INTERNATIONAL TRAVEL EXPENSE CLAIM FORM** |
| **Please note:** | 1. Please attach your **original business travel authorisation form**.
2. Please attach **original receipts** - where necessary, attach photocopies and add a note letting us know to whom you submitted the originals; if a ticket is still valid, attach a photocopy.
3. If you used your private car, please attach photocopies of the **business travel authorisation forms** **of the individuals you carpooled with**.
4. If you made payments in a currency other than EUR, please also attach a bank or credit card statement to allow us to determine the applicable exchange rate.
 |
| Destination/country: | **Polen - Deutschland** |
| Purpose of the trip: | **Teilnahme an der Tagung "Freiheit und Unfreiheit" 28.-29.09.2023** |
| [**Exchange rate**](https://www.oanda.com/currency/converter/)**:** |  |

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| 1. **General information**
 |
| **[ ]**  | I have received an **advance** in the amount of €  for this trip. |
| **[ ]**  | I have received an **expense allowance** in the amount of €  from the institution I visited on this trip. |
| **[ ]**  | I have received a **remuneration** in the amount of €  from the institution I visited on this trip. |
| **[ ]**  | I was in receipt of **separation allowance** on the date of this trip. |

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| 1. **Trip details** (use an extra sheet if you need to provide additional information)**[[2]](#endnote-2)**
 |
| Departure date | Departure time | Place of departure |
|  |  |  | **[ ]**  Place of work | **[ ]**  Place of residence | **[ ]**  |
| Arrival date | Arrival time | Destination |
|  |  |  |  |
| My flight had one or more stopovers that made it **necessary** for me to obtain **overnight accommodation**: |
| Date |  | Location |  |
| Start of official business | End of official business |
| Date:  | Time:  |  |  | Date:  | Time: |  |  |
| Return date | Departure time | Place of departure |
|  |  |  |  |
| Arrival date | Arrival time | Return destination |
|  |  |  | **[ ]**  Place of work | **[ ]**  Place of residence | **[ ]**  |
| My flight had one or more stopovers that made it **necessary** for me to obtain **overnight accommodation**: |
| Date |  | Location |  |
| **If you travelled to more than one country, enter the dates and times of border crossings in section 10.** |

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| 1. **I combined my business trip with personal travel**
 |
| My trip included personal travel **prior to the business travel** – if I had travelled directly from my place of work/residence to my work destination, my itinerary would have been as follows: |
| Departure date | Departure time | Place of departure |
|  |  |  | **[ ]**  Place of work | **[ ]**  Place of residence | **[ ]**  |
| Arrival date | Arrival time | Destination |
|  |  |  |  |
| My trip included personal travel **after the business travel** – if I had travelled directly from my work destination to my place of work/residence, my itinerary would have been as follows: |
| Return date | Departure time | Place of departure |
|  |  |  |  |
| Arrival date | Arrival time | Return destination |
|  |  |  | **[ ]**  Place of work | **[ ]**  Place of residence | **[ ]**  |

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| 1. **Meals provided to me at no cost** **[[3]](#endnote-3)**
 |
|  | Outbound flight | Inbound flight | (e.g. meals included in conference attendance fees) |
| Breakfast | **[ ]**  | **[ ]**  | (from – to / on) |  |
| Lunch | **[ ]**  | **[ ]**  | (from – to / on) |  |
| Dinner | **[ ]**  | **[ ]**  | (from – to / on) |  |
|  |
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| 1. **Overnight accommodation** (use an extra sheet if you need to provide additional information)
 |
| I was provided lodging at no cost: | from – to / on: |  |
| I stayed in my own home: | from – to / on: |  |
| I stayed with family/friends/etc.:I request payment of the standard overnight accommodation allowance: | from – to / on: |  |
| **[ ]**  Yes | **[ ]**  No |  |  |
| Overnight accommodation expenses (receipt no. ): |
| In |  | on / from – to |  |  | €  |
| In |  | on / from – to |  |  | €  |
| In |  | on / from – to |  |  | €  |
| In |  | on / from – to |  |  | €  |
| My accommodation expenses per night exceed the rate listed [here](http://www.gesetze-bayern.de/Content/Document/BayVwV159238-0) (please click ‘Anlage 1’ on the linked page to download the document and then check column 3 ‘Auslandsübernachtungsgeld’). I request reimbursement of my actual accommodation expenses and provide the following justification for exceeding the said rate: |

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| 1. **Expenses for outbound and inbound travel** (use an extra sheet if you need to provide additional information)**[[4]](#endnote-4) [[5]](#endnote-5) [[6]](#endnote-6) [[7]](#endnote-7)**
 |
|  | **KM - Driver** | **KM - Passenger** |
|  |  KM |  |
| Passenger: |  |  |  KM |
| Passenger: |  |  |  KM |
| Passenger: |  |  |  KM |
|  |  | **Expenses (as shown on receipts)** | **Receipt no.** |
| Airport shuttle service (please give justification) | €  | No. () |
| Taxi (please give justification) | €  | No. () |
| Rental vehicle (please give justification) | €  | No. () |
| Airfare **(enter in-flight meals in section 4!!!)** | €  | No. () |
| Train fare | €  | No. () |
| Polnische Bahn / polskie koleje   | €  | No. () |
| Bus / autobus  | €  | No. () |
| Flugzeug / samolot      | €  | No. () |
|       | €  | No. () |
|       | €  | No. () |

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| 1. **Travel expenses incurred at destination** (use an extra sheet if you need to provide additional information)
 |
|  |  KM |
|  | **Expenses (as shown on receipts)** | **Receipt no.** |
| Taxi (please give justification) | €  | No. () |
| Rental vehicle (please give justification) | €  | No. () |
| Airfare **(enter in-flight meals in section 4!!!)** | €  | No. () |
| Public transport (bus, tram, etc.) | €  | No. () |
| Ship/ferry | €  | No. () |
| Fuel (applicable only if you used a rental vehicle) | €  | No. () |
|       | €  | No. () |
|       | €  | No. () |

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| 1. **BahnCard details** (please complete **all** fields in this section if you own a Deutsche Bahn BahnCard)**[[8]](#endnote-8)**
 |
| I own a Deutsche Bahn BahnCard (purchased for either private or business use): | **[ ]**  Yes | **[ ]** No |
| : | €  |
| Period of validity: | **DD.MM.YYYY** | to | **DD.MM.YYYY** |
| The University of Würzburg has reimbursed me for my BahnCard already: | **[ ]**  Yes | **[ ]**  No |
| I request reimbursement for my BahnCard: | **[ ]** Yes | **[ ]** No |

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| 1. **Other expenses** (use an extra sheet if you need to provide additional information)**[[9]](#endnote-9)**
 |
|  | **Expenses (as shown on receipts)** | **Receipt no.** |
| Conference attendance fees | €   | No. () |
| Phone/internet (used for business [ ]  yes / [ ]  no) | €  | No. () |
| Fuel (applicable only if you used a rental vehicle) | €  | No. () |
| Visa | €  | No. () |
| Toll road fees | €  | No. () |
| Parking | €  | No. () |
|       | €  | No. () |
|       | €  | No. () |
|       | €  | No. () |
|       | €  | No. () |
|       | €  | No. () |

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| 1. **Comments** (use an extra sheet if you need additional space)
 |
|       |

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| --- | --- |
| **Please note:** | If you are still expecting third party reimbursements, **do not forget** to call the unit responsible for travel expense reimbursement (Unit 4.1, *Reisekostenstelle*) regarding the six-month preclusive period. |

1. Your staff ID number is an 8-digit number that starts with either 9 or 4. You will find it on your payslip. In German, it is called ‘Personalnummer’. [↑](#endnote-ref-1)
2. If your flight had one or more stopovers that made it **necessary** for you to obtain **overnight accommodation**, enter the related accommodation expenses incurred by you in section 5. [↑](#endnote-ref-2)
3. Includes meals included in other related activities (e.g. meals included in hotel charges or conference attendance fees, full in-flight meals). If no meals were provided to you at no cost, enter ‘-----’ or ‘NO’ in the appropriate fields. [↑](#endnote-ref-3)
4. If you used your private car and carpooled with other travellers, please attach photocopies of their **business travel authorisation forms**. [↑](#endnote-ref-4)
5. Expenses for **taxi fares, airport shuttle fares, and rental vehicles** will not be reimbursed unless circumstances warrant the expense (e.g. if the traveller has to travel with bulky and/or heavy (more than 10 kilos) luggage, if there is no public transport available in the area in which or at the time at which the traveller is travelling, or if the traveller cannot reasonably be expected to use public transport, e.g. due to health impairments). Please give details to justify the expenses. [↑](#endnote-ref-5)
6. Please enter in-flight meals in section 4 and attach your boarding passes. [↑](#endnote-ref-6)
7. The types of vehicle that fall into the ‘private vehicle’ category are: private cars, private motorcycles or scooters, private mopeds, and private bikes. [↑](#endnote-ref-7)
8. If you request reimbursement for a BahnCard Business, please attach your invoice/receipt as well as the ‘Erklärung zur BahnCard Business’ form (available to download from the pages of [Human Resources](http://www.uni-wuerzburg.de/ueber/universitaet/verwaltung/abteilungen_stabsstellen/personal/formblatt_praesentation/dienstreisereisekosten/), please be aware that the form is currently available in German only). [↑](#endnote-ref-8)
9. Please enter meals included in conference attendance fees in section 4 and overnight accommodation expenses in section 5. [↑](#endnote-ref-9)