

Claim for Travel Expenses (please print in block letters)

To the TUB President -II RK 01 -

Technische Universität Berlin



Claim for the business trip approved on _____

and carried out from _____ to _____

with the destination _____

Surname, First Name _____ Faculty / Dept. _____ Secretary: _____

Telephone _____ E-mail: _____

Private address (primary place of residence) _____

Personnel number: _____

I request that the funds be transferred to my account:

IBAN _____

BIC _____ Bank _____

I have already received a partial payment / flat-rate reimbursement:

☐ yes, the amount was _____ € ☐ no

(if the funds are from a project with external funding, the TU project number: _____)

Information for cost calculation:

I. Additional places of residence

☐ yes, in _____ ☐ no

II. Business trip with car

☐ Private car ☐ Rental car ☐ TU van / TU vehicle

☐ Passenger in the car with _____

III. Free accommodations

Free accommodations were provided ☐ yes ☐ no

It was included in the conference fee ☐ yes ☐ no

Private accommodations(e.g. with friends, relatives) ☐ yes ☐ no

IV. Free meals

Received free meals ☐ yes ☐ no

Included in the conference fee / hotel bill ☐ yes ☐ no

Meal (e.g. conference dinner, buffet, etc.) provided that cost

more than 60 Euros ☐ yes ☐ no Meals provided in plane ☐ yes ☐ no

Paid by TU Berlin as hospitality costs ☐ yes ☐ no

Number of free meals:

Breakfast: _____ Lunch: _____ Dinner: _____

V. Declaration of participation in bonus programs for airlines / train

I take part in a bonus program:

☐ yes, and I hereby declare that the discounts I receive will only be used for business purposes.

☐ no

VI. Declaration on possession of a BahnCard

☐ none ☐ BC 25 ☐ BC 50 ☐ BC 100

I declare that all information is true and the costs listed in the annex ("Description of Travel") were actually incurred.

I know that only those costs can be reimbursed that are listed in the annex and for which I can show documentation.

Date, Signature