

FORM (for travel expenses of

Last name, first name

..... Secr.:

Description of travel

in chronological order, giving mode of transport, accommodation, (officially) provided catering etc.

[illegible]

Declaration on unavailability of hotel expenses

Reason for using any modes of transport not travelling according to a regular schedule (e.g. Taxis)

Declaration on the costs incurred

- all costs are exclusively work-related

☐ Additional expenses to the amount of € are work-related