

Do not submit-This translation is to be used as a guide for filling out the German original. The University of Bayreuth is not liable for inaccuracies or mistakes in the English translation. In case of doubt, the German originals are to be used in a court of law.

Send to Division III/3

Travel & Subsistence Form

Please submit all receipts in the original along with the original travel approval (*Dienstreisegehmigung*)

Outbound from home work on at (time)
 via train your own car airplane to
 arrived on at (time)
 start of business at destination on at (time)
 international travel: border crossing/landing on at (time)

Return to on at (time)
 via train your own car airplane
 arrived on at (time)
 conclusion of business at destination on at (time)
 international travel: border crossing/landing on at (time)

Daily stipend
 number of days with a daily stipend one day more than one day days
 private from to
 accommodations

Were you provided with meals at no charge? yes no
 free meals on (or from-to) meals included in the participation fee on
 individual meals individual meals included in participation fee
 on breakfast lunch dinner on breakfast lunch dinner

 International travel: was it possible to dine in a cafeteria? yes no
 meals (not snacks) included in the ticket price for the flight:

Accommodations
 Number of nights with accommodations stipend:
 per diem
 bill in the amount of EUR
 Rationale for higher hotel costs if these exceed the per diem amount:
 accommodations at no charge from to

Travel costs
 train EUR flight EUR economy class business class
 misc. public transportation EUR rental car EUR
 taxi (please provide rationale) EUR miscellaneous
 distance driven with your own vehicle car motorcycle moped bicycle
 rationale for using your own vehicle:
 any other employees (employed by the State of Bavaria) on business travel who travelled in your vehicle:
 name: km

Additional expenses
 EUR
 EUR
 EUR

Remarks:
 It was necessary to conduct business travel between the hours of 8 p.m. and 6 a.m. or on a weekend/ holiday.

I received an advance of travel expenses in the amount of EUR.
 I hereby confirm the accuracy of the information I provided, as in duty bound. I confirm that I actually incurred the expenses listed.

Bayreuth [date] Signature

Please fill in your personal data on the Assessment of Travel Costs. Claims to compensation for business travel expire if they are not filed within 6 months (Article 3 para 5 BayRKG).

University of Bayreuth 95440 Bayreuth		<i>Assessment of Travel Costs</i>	
Recipient (last name, first name)	Street name and house number	Postal code, municipality	
Date of birth	Name of bank	IBAN / BIC	
Organization number/employer number	Employee number	Taxpayer identification Number	
Chapter/item (<i>Kapitel/Titel</i>)	Account (<i>Kostenstelle</i>)	Jnr.	NZ

Calculation of travel costs and rationale for expenses (VV Number 10 to Article 70 BayHO) – not to be filled out by the applicant

Tagegeld für eintägige Dienstreisen/Fortbildungsreisen	Spalte 3 _____	Tage zu _____	€	€
Tagegeld für mehrtägige Dienstreisen/Fortbildungsreisen	Spalte 4 _____	Tage zu _____	€	€
Übernachtungsgeld	Spalte 5 _____	Nächte zu _____	€	€
Vergütung nach Art. 11 Abs. 1 BayRKG	Spalte 6 _____	Tage zu _____	€	€
Fahrtkosten	Spalte 8			€
Wegstreckenentschädigung	Spalte 9 _____	Km zu _____	€	€
Mitnahmeentschädigung	Spalte 10 _____	Km zu _____	€	€
Nebenkosten	Spalte 11			€
Zuschuß für Verpflegungsmehrkosten nach Art. 9 Abs.5 BayRKG				€
Zuschuß zum Übernachtungsgeld nach Art. 10 Abs. 3 BayRKG				€
Summe →				€
Zuwendungen von dritter Seite (Art. 3 Abs. 1 Satz 3 BayRKG)				€
Abschlag vom				€
noch auszuzahlen				€
wiedereinzuziehen (rot)				€

<u>Verwendungszweck:</u>	<u>Grund der Forderung:</u>
<u>Abschlagschlüssel:</u>	<u>Mahnschlüssel:</u>
<u>Abschlagnummer:</u>	<u>Zahlungsanzeige:</u>
<u>Ausgabe-/Kostenart</u>	<u>Verzugszinsschlüssel</u>
	<u>BKZ:</u>
	<u>Fälligkeit:</u>

Sachlich richtig - und - Rechnerisch richtig (VV Nrn 11-19 u.20 1 2/Atr. 70BayHO)	
Unterschrift, Datum	

Berechnung der Reisekosten und der darin enthaltenen steuerpflichtigen Anteile

Art der Reisekostenvergütung	Erstattungsbetrag	steuerfrei nach § 4 Abs. 5 Satz 1 Nr.5 ESTG	ggf. anrechenbare steuerfreie Fahrtkosten	steuerpflichtige Verpflegungsmehraufwendungen	steuerpflichtige Sachbezüge aus unentgeltlicher Verpflegung	Sie sind verpflichtet, die steuerpflichtigen Anteile der Reisekostenerstattung bei der Einkommensteuererklärung anzugeben.
	€	€	€	€	€	
Fahrtkosten (Art. 5 BayRKG)						Die Besteuerung der steuerpfl. Anteile erfolgt gesondert durch Ihre Bezügestelle.
Wegstrecken-/Mitnahmeentschädigung (Art. 10 BayRKG)						
Übernachtungsgeld (Art. 10 BayRKG)						
Nebenkosten (Art. 14 BayRKG)						
Tagegeld für Dienstreisen (Art. 9 BayRKG)						
Tagegeld für Reisen nach Art. 23 BayRKG						
Verpflegungsmehraufwand (Art. 15 BayRKG)						
Aufwandvergütung (Art. 17 BayRKG)						
Pauschvergütung (Art. 18 BayRKG)						
Summe						
Summe der steuerpflichtigen Anteile						