



Universität Ulm
Dezernat III / Abteilung III-1
Personalservice
Helmholtzstraße 16
89081 Ulm

Travel Expense Report

Please note:

When completing the form, please consider the footnotes on page 3 and the explanations on the website of Dept. III-1!
<https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/dienstreisen>

Personal details	Claimant (family name, first name):	Personnel number LBV (without AG):
	Private address (street, postal code, town or city):	
	Employing facility/Institute (with address):	
	E-mail (work):	Telephone (work):

Bank details	Bank transfer to	
	Name of bank:	
	BIC:	IBAN:
	Account holder (unless identical with claimant):	

Type of trip	<input type="checkbox"/> Business trip	<input type="checkbox"/> Start of employment	<input type="checkbox"/> Short local trip ("Dienstgang")
	Trip approved on / by 1)		

Budget item	Funded programme	Cost centre	Third party-funded project
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Advance payment	I have received an advance payment of _____ by the cashier's office of the University.	
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Daily allowance	Settlement with daily allowance	<input type="checkbox"/> yes	<input type="checkbox"/> no 2)
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Outward journey	Outward journey from _____ to _____ Start of the journey on Time _____ Place home _____ place of work _____ place of leave as authorised _____	Means of transport: train 2 nd class. 1 st class Scheduled depart.: aircraft _____ other (e.g. taxi, rental car, e-bike) 4) _____ own private motor vehicle for shared car 5) sev. disabled >= 50% bus, tram, underground etc. company car _____	Please enclose proof! 3) Cost of journey Journey section
	Arrival at place of business on _____ at _____ Beginning of business on _____ at _____ End of business on _____ at _____	Expenses at place of business: 1. Cost of accommodation incl. breakfast: 6) _____ 2. Other expenses (e.g. registration fee, parking fees. 7) To the amount of _____ 3. Travel expenses at place of business (for the duration of the stay) 8) _____ bus, tram _____ other _____ own private motor vehicle for shared car 5) sev. disabled >= 50% company car _____	Please enclose proof! 3) Journey section
Return journey	Return journey from _____ to _____ Start of the return journey on Time _____ End of the return journey on Time _____ Place home _____ place of work _____ place of leave as authorized _____	Means of transport: train 2 nd class 1 st class Scheduled depart.: aircraft _____ other (e.g. taxi, rental car, e-bike) 4) _____ own private motor vehicle for shared car 5) sev. disabled >= 50% bus, tram, underground etc. company car _____	Please enclose proof! 3) Cost of journey Journey section
	Border crossing / Landings Outward journey: Place _____ Date _____ Time _____ Return journey: Place _____ Date _____ Time _____		
Free meals/accomm.	Free meals: (e.g. invitation, meals included in registration fee or in-flight meals): 9) no _____ yes, namely B L D on _____ B L D on _____ B L D on _____ B L D on _____	Free accommodation 9) no _____ yes, namely _____ times from/till _____ Accommodation included in registration fee no _____ yes, namely _____ imes _____ from/till _____	
	Reasons 		
I confirm that the above information is correct : Date _____ Signature of business traveller _____		Factually correct : Date _____ Signature of superior _____ If required also: Signature of person in charge at cost centre _____	

Preclusion period

A preclusion period of 6 months from the end of the business trip applies. If the expenses report is not submitted to the administration in writing within this period, the entitlement to reimbursement of travel expenses shall expire. The period begins on the day after the end of the business trip.

Data protection

Information on data collection, data processing and data protection can be found in the information sheet posted on our website under the section "Data protection".

<https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/>

- 1) The original of the approved travel request must be attached to the settlement.
- 2) A daily allowance is granted in accordance with the LRKG to compensate for the additional expenses for meals. This may be waived.
- 3) The actual costs are to be stated, invoices + tickets are to be enclosed. In the case of flights, the booking confirmation of the state travel agency DER Business Travel must also be attached (CO2 values). If the flight booking was not made through the state travel agency for important reasons, an offer from the state travel agency obtained at the same time must be submitted with the settlement showing that, all things considered, the actual booking was more favourable.
- 4) If a rental car/taxi/car sharing was used unexpectedly, this must be justified in the travel expense report; for eligibility for reimbursement, see the information on the website Dept. III Business Travel. Please use the field "Reasons" for this.
- 5) For distances traveled in a private vehicle, a mileage allowance of 30 cents per kilometer is granted as reimbursement of expenses. Business travelers with a degree of disability of at least 50% can be granted a mileage allowance of 35 cents/km in accordance with Section 5 (2) LRKG
- 6) Costs that are higher
 - than 95 € incl. breakfast (in Germany) or
 - than those indicated in the Hotelliste BW (in Germany), or
 - than those indicated in the country list ARVwV (abroad)are only recognised in exceptional cases and must be justified, see information on the website Dept. III Business trips. Please use the field "Reasons" for this.
Without proof of costs, a fixed allowance is generally granted for necessary, actual overnight stays in accordance with the LRKG.

If several business travellers spend the night together in a shared room, the accommodation costs incurred shall be divided equally. If business travellers stay overnight in a room with persons not entitled to reimbursement (e.g. spouse), the accommodation costs incurred shall be reimbursed up to the price that would have to be paid for the sole use of a single room; in the absence of corresponding evidence, the costs shall be divided equally by person.
- 7) Other costs are expenses that are directly related to the official business carried out and are necessary in order to be able to carry out the official business, see notes on the website Dept. III Business trips. Please justify if necessary.
- 8) Travel expenses shall also include necessary expenses for journeys for the performance of official business on site, including the journey to and from accommodation and meals, insofar as this is necessary.
- 9) Benefits received by business travellers from third parties (except: benefits granted because of personal relationships, e.g. relatives, acquaintances) on the occasion of a business trip shall be offset against the travel allowance. Free meals must be stated separately for each day.