

Form

Travel expense

Traveller

Company: _____	Personnel number: _____
Family name: _____	First name: _____
E-Mail: _____	Telephone number: _____
Trip destination: _____	Purpose of trip: _____
Date: _____ Time: _____ (Start of the trip)	Date: _____ Time: _____ (End of the trip)

Border Crossing (for foreign trips)

Date: _____ Time*: _____ (Arrival)	Date: _____ Time*: _____ (Return)
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* For abroad travels with an airplane, the time of crossing the border is considered as the departure resp. the arrival at the domestic airport.
If travelling by car, train, etc. it is the actual time of crossing the border.

Meals paid for by the employer (please include number)

Lunch: _____ _____ (Domestic) (Abroad)	Dinner: _____ _____ (Domestic) (Abroad)
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Receipts

Hotel*: _____ Eur	Hotel Abroad*: _____ Eur	Flight ticket: _____ Eur
Taxi: _____ Eur	Taxi Abroad: _____ Eur	Parking fees: _____ Eur
Business Entertainment: _____ Eur	Fuel: _____ Eur (Company car)	Extras: _____ Eur

* If there is no hotel receipt, it is possible to claim a standard amount (domestic: 15 Eur / night).

Kilometre allowance (if the car is maintained by the employee, the car's log book should be seen)

Business distance: _____ km	Kilometre allowance: _____ Eur/km (usually tax free up to 0,42 Eur/km, plus up to 0,05 Eur/km for each passenger)
_____ km	Kilometre allowance: _____ Eur/km

Date: _____ Signature: _____

Date: _____ Signature: _____
(of approval) (approval)

