

Form

Travel expense

Traveller

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

Border Crossing (for foreign trips)

| | | | |
|--------------------------|--------------|-------------------------|--------------|
| Date: _____ (Arrival) | Time*: _____ | Date: _____ (Return) | Time*: _____ |
|--------------------------|--------------|-------------------------|--------------|

* 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) |
|--|---|

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)

