GSI

Statement of Travelling Expenses

ast nan	ne, Chris	stian name) [9]	9			(Cost unit)				
200 .		Details Departure from – with – to	Fares		Add. Expenses Explain receipts	Do not fill out Zahl der Tage mit				
Day Mon.	Time	Begin - end – explanation of business for every day, return from – with – to		Distances EUR km		Tagegeld		Übernach- tungsgeld Inl. Ausl.		
1	2	(see leaflet "Dienstreisen GSI") 3	4	km 5	EUR 6	Inl.	Ausl. 8	Inl. 9	10	
		Begin of business trip (bus, streetcar, etc.)								
		Departure from								
		By train 1 st /2 nd class / own car / passenger:passenger in car of:								
		Plane (border crossing at/ time)								
		То								
		Arrival (bus, streetcar, etc.)								
		Begin of business								
		Explanation of business:								
		End of business (bus, streetcar, etc.)								
		Return from								
		By train 1 st / 2 nd class / own car / passenger:passenger in car of:								
		plane (border crossing at / time)								
		То								
		Arrival (bus, streetcar, etc.)								
		End of business trip								
		<u>'</u>								
(continue on additional sheet if necessary)										
	h a a u al /	ladeira una providad								
) lodgin		lodging was provided: O breakfast O lunch O dinner	date /	time:						
ncluded in hotel bill: O breakfast O lunch O dinne Canteen lunch: O			date / time: date / time:							
Participation in airline bonus programs (e.g. Miles & More)			Yes O Current status of official bonus miles:							
•					ficial bonus po					
have red	eived r	eimbursement from a third party for this business trip:								
		O yes O no If yes, for which a	mount?					E	UR	
		es payment is made to salary account. Please check if cash paymer onnel please enter address :								
		and bank account :								
		statement is correct and complete. I acknowledge my obligation to e. Miles & More, Bahn Comfort) solely for further business trips.	use any be	nefit res	ulting from a	bonus	progran	n in cor	nection	
ace .		Date	Signature							
Completion of business trip is confirmed:				Signature						

(department - / section head / management) only for external personal