

Travel Expense Report

To: Travel Expenses Office, Paderborn University, 33095 Paderborn, Germany

Phone +49 (0) 5251 60-2537 and -2764

(Surname, first name)

Phone: _____

General ledger acc. no.: (9 digits) _____

Email: _____

1. AO with _____ % of expenses: _____

Cc: _____

2. AO with _____ % of expenses: _____

Faculty/Institution: _____

I have received a subsidy/allowance from a third party in the amount of

EUR

AO is the same as stated on the business trip approval document

AO is not the same as stated on the business trip approval document

Please provide a written explanation on a separate page

The accumulated travel costs are to be charged to this AO

} name (please print) and signature, of person responsible for the budget

Workplace/Dept. _____

Please remit the reimbursement amount to the following **bank account in Germany or Europe**

Place of employment _____

IBAN _____

Place of residence _____

BIC-Code _____

Family's residence _____

Distance (kilometres by road)
between home and workplace _____

Please remit the reimbursement amount to the following **foreign bank account**

For foreign citizens:

Please provide your complete home address!

Street _____

Country _____

City _____

Name of bank _____

Country _____

Address of bank _____

Postal code and city _____

Account no. _____

Routing no. _____

ABA no. (e.g. for USA bank) _____

Account holder (name) _____

I confirm that I incurred and paid for the expenses listed here. I confirm that the information I have provided here is true and accurate

(City, Date) _____ (Signature of Traveller) _____

- To be completed by the Traveller -

Reimbursement amount

Travel expenses to be reimbursed based on the list on the reverse side: EUR

Advance payment received EUR _____ EUR

Reimbursement or repayment due EUR

Mathematically correct _____ (Travel Expenses Office)

Factually correct _____ (qualified/authorised person)

To be completed by Department 1: Document number

Please tape small receipts (e.g. bus tickets) on a DIN A4 sheet and staple all travel expense receipts together! Please remember to include your original business trip approval document and signature!

To be completed by Department 1: Document number and split accounts for booking