



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN



Application for the reimbursement of travel costs

(please submit to Unit II.7 within six months of the end of the trip)

Surname: _____ First Name: _____

Notes: Please submit original receipts wherever possible. Collate multiple small receipts on an A4 page. In the event of any open reimbursements by third parties, please contact Unit II.7 before the expiry of the limitation period (six months).

1. General Information

I have received an advance of € _____ for this trip.

I have received an expanse allowance from a further party totaling € _____ for this trip.

At the time of the business trip I was in receipt of severance pay.

Duration of a private stay connected with the trip from _____ to _____.

2. Duration and itinerary of trip (where relevant use a further sheet for additional explanations)

Departure (date, time)	at	Department	Residence
on	at		
Arrival (date, time)	in (place of business)		
on	at		
Start of official business (date, time)	End of official business (date, time)		
on	at	on	at
Departure (date, time)	in (place of business)		
on	at		
Arrival (date, time)	at	Department	Residence
on	at		

3. Information on food provided for official purposes at no charge (included in conference fee, flight price etc.) (where relevant use an additional sheet for further explanation)

Breakfast	from	to	on
Lunch	from	to	on
Dinner	from	to	on

Note:

4. Information on accommodation (where relevant use an additional sheet for further explanation)

Accommodation costs (please note the information on the reverse of the travel approval)	Number of receipts:
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Exceeding the cap must be justified under the item Note.

Free accommodation was provided	from	to	on
Accommodation at place of residence (e.g. in own home, second home)	from	to	on
Overnight stay without documentary proof (e.g. with friends, relatives)	from	to	on

Note:

F071a (08/22)

5. Travel costs (where relevant use a further sheet for additional explanations) Booking with onesto Number of receipts

Deutsche Bahn

Plane
(Boarding pass not required, enter any food under point 3)

Rental car (please enter reasons)

Public transport
(bus, local trains etc.)

Taxi (please enter reasons under point 7)

Other

Own vehicle used (km travelled in own car	Motorcycle	Moped/autocycle	Bicycle)
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Passengers

Name/ Department	Car (km)	Motorcycle (km)
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Name/ Department	Car (km)	Motorcycle (km)
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Name/ Department	Car (km)	Motorcycle (km)
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Name/ Department	Car (km)	Motorcycle (km)
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Number of receipts

6. Ancillary costs (where relevant use a further sheet for additional explanations)

Conference/congress fee

Telephone/Internet charges (only work-related portion)

Fuel costs (only for use of rental car)

Other (vignettes, tolls, ferries for recognized valid reasons)

Other

Other

Other

7. Additional notes of the trip (where relevant use a further sheet for additional explanations)

**PLEASE ENCLOSE TRAVEL APPROVAL AND ONESTO RECEIPTS
REQUEST SETTLEMENT WITHIN 6 MONTHS**

I guarantee the accuracy and completeness of my information. The requested costs were actually incurred by me.

Please send the travel cost statement to my work e-mail address: _____

Place

Date

Traveler's signature