

Travel Expense Report

To: Travel Department, Paderborn University, 33095 Paderborn, Germany

Contact for enquiries:
reiskostenstelle@zv.uni-paderborn.de

(Surname, first name)

General ledger acc. no.: (9 digits)**1. AO with €/% of expenses:** **2. AO with €/% of expenses:** **I have received a subsidy/allowance from a third party in the amount of****EUR.**

Faculty/Institution: _____

Generell business travel approval is available

AO corresponds to the business trip approval
AO does not correspond to the business trip approvalExplanation required, please use a separate sheet
 the travelling expenses can be settled from the AO

Phone: _____

E-Mail: _____

Cc: _____

Name (printed letters);
Signature of the person responsible for
the budget

Department: _____

Place of employment: _____

Business location: _____

Place of residence: _____

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

IBAN: _____

BIC Code: _____

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

Country: _____

Name of bank: _____

Address of bank: _____

Postal code and city: _____

Account no.: _____

BIC: _____

Routing no./ABA no.: _____

Account holder (name): _____

Only for **foreign citizens:**Please provide your **complete home address!**

Street: _____

City: _____

Country: _____

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 Determination office -

Reimbursement amount

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

Advance payment received EUR: _____ EUR

Reimbursement amount if applicable Recovery amount: _____ EURMathematically correct _____
(Travel Department)Factually correct _____
(qualified/authorised person)**To be completed by Department 1: Document number**

