

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:I have received a subsidy/allowance from a third party in the amount of _____ **EUR.**

Faculty/Institution: _____

 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

 The accumulated travel costs are to be charged to this AO

Please provide a written explanation on a separate page including name (please print) and signature, of person responsible for the budget

Workplace/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. _____

Routing no. _____

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

Account holder (name) _____

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 Expenses Office)Factually correct _____
(qualified/authorised person)
To be completed by Department 1: Document number

