

Please note that **ONLY** the German version of this document is legally binding and has to be signed. The English translation is provided to help you fill out the original German document.

07 Recipient (LAST NAME, first name) -35-		Payment authorisation for Travel expenses		Receipt stamp of the University Admin. Referat P 1		Receipt no.	
08 Street, house number -35-						TL no.	
09 Postcode, city -32-		An die Staatsoberkasse Bayern in Landshut					
LfF reference number (see salary statement)							
E-mail address or telephone number in case of questions		14 Recipient payment reference -27-					
Department (full address)		11 Bank's abbreviated name					
		12 IBAN -34		13 BIC -11-			
		01 Processing location -17-		02 Account number -14-			
		01 a Cost type	Cost centre	05 Sum (EUR)		10 Payment method 1 = Cash 2 = Postal order 5 = Internal transfer	
		04 HÜL-A no. -6-	Initials	21 Deposit -13-			
22 Instalment code 1 = First payment 2 = Additional instalment payments 9 = Final payment		03 Instalment no. -7-		23			
Fiscal period	15 Date due	Amount of sum 5 in words (over EUR 1000)					

The following must be attached to this report:

- Completed and signed original business travel authorisation form
- Original receipts, tickets, etc.

The following should be attached to this report if applicable:

- Evidence of partial payments/advance payments made by the employer
- Reasons for using taxis, cancelling/changing reservations, exceeding maximum accommodation price
- Credit card bill
- Quotations (e.g. flight, accommodation)

Only complete applications will be processed (shaded fields on both sides).

The claim to reimbursement of travel expenses expires if it is not asserted within six months (Section 3 (5) BayRKG).

The attached draft travel expense report and original travel expense documents are required for entry into the FSV system.

The travel expenses office requests that the original attached travel expense report is also given to employees on business trips.

Employee was given report on: Initials:

Factually and mathematically correct		Audit certificate (VV No. 8.1/Section 79 BayHO):	
Erlangen/Nuremberg, Signature (VV nos. 6 to 9 and 10.4. Section 70 BayHO)		1. Audited	
The sum is to be paid and entered into the accounts as stated above.		2. To be paid out/to be offset against	
Erlangen/Nuremberg, Signature of authorised person (VV no. 10 Section 70 BayHO):		Bh	Accounting de- partment
			AST no.
		*	
		Bh _____ Initials _____ *continue overleaf if necessary	
Amount received	Paid out by	Receipt stamp of the cashier's office	
<input type="checkbox"/> in cash	<input type="checkbox"/> internal transfer		
<input type="checkbox"/> by cheque from	<input type="checkbox"/> direct debit		
.....	<input type="checkbox"/> bank transfer		
Place, date, signature	Date		
	Bank		
	Signature:		

Only fully filled out forms can be processed. The shaded fields on the front must be filled in as well. The claim to reimbursement of travel expenses expires if it is not asserted within six months (Section 3 (5) BayRKG).

Travel expenses report		<i>(please enclose all original receipts and the original business travel authorisation)</i>					
Journey from office or		<input type="checkbox"/> home	<input type="checkbox"/> other location:				
by		<input type="checkbox"/> train	<input type="checkbox"/> own car	<input type="checkbox"/> flight		<input type="checkbox"/>	
on			at		h	Destination:	
Arrival date			at		h	<i>(Please enclose an additional sheet if more than one destination.)</i>	
Travel abroad: border crossing or landing at first airport in destination country on					at	h	
Start of work/official business at the destination (date):					at	h	
End of work/official business at the destination (date):					at	h	
Return journey		by		<input type="checkbox"/> train	<input type="checkbox"/> own car	<input type="checkbox"/> flight <input type="checkbox"/>	
on			at		h	Arrival date	
					at	h	
1 a. Daily allowance		<input type="checkbox"/> daily allowance waived		<input type="checkbox"/> personal visit		Days	
Only for flights:		<input type="checkbox"/> No meals were offered during the flight					
Only travel abroad:		<input type="checkbox"/> Eating at a staff canteen was an option					
1 b. Free meals/meals during flights		<i>(please fill in date and cross as appropriate – even when waiving the daily allowance):</i>					
from/on		Morn- ing	Lunch	Even- ing	Incl. in participation fee	Paid/booked by FAU.	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Overnight accommodation		<input type="checkbox"/> already paid by:					
Number of nights							
<input type="checkbox"/> Per diem or		<input type="checkbox"/> invoice:		EUR	<input type="checkbox"/> Breakfast was not included in the price		
<input type="checkbox"/> It was necessary to book accommodation that exceeded the accommodation rates for official reasons (e.g. hotel needed to be in close proximity to place of business; in order to save high travel costs; less expensive accommodation unavailable).							
<input type="checkbox"/> Accommodation in own flat (also secondary residence) in						on:	
<input type="checkbox"/> Free accommodation (e.g. invitation by project partner) on (date):							
3. Transportation costs (good reasons must given for the use of taxis)							
Train:		EUR	Public transport:		EUR		
Hire car:		EUR	Other mode of transport/taxi:		EUR		
Flight:		EUR	other:				
Private vehicle:	<input type="checkbox"/> Car	<input type="checkbox"/> Motorcycle	<input type="checkbox"/> Moped	<input type="checkbox"/> Bicycle	km driven:		
<input type="checkbox"/> If there were legitimate reasons for using a taxi/private vehicle (also when going to the airport), flying business class or reserving a seat on the plane please include a separate sheet stating why this was necessary							
Car pool compensation: employees taken on business trips in your car (<i>employees of the Free State of Bavaria only</i>):							
Name(s):						km	
Name(s):						km	
4. Additional expenses Please state your reasons for buying a BahnCard Business and for business-related use of tele-phones/Internet. Add extra page if necessary. Please enter this information even if your department has paid these expenses							
						EUR	
						EUR	
						EUR	
5. <input type="checkbox"/> Partial payment received (please attach a copy of the payment receipt)						EUR	
6. <input type="checkbox"/> Costs were paid directly by the department or a third-party. (please attach receipts)						EUR	
I confirm that the above information is correct. The expenses I have stated above were in fact incurred.							
Erlangen/Nuremberg,	 Signature					
<input type="checkbox"/> I hereby confirm that I agree to my travel expense report being sent to me by the travel expenses office via unen- crypted e-mail. If yes, please provide e-mail address on the front.							

Data protection: Declaration of consent to personal data being forwarded for the purpose of processing travel expense claims

A failure to consent by EXTERNAL parties will cause the travel expense claim form to be sent to the traveler's home address

Department requiring the journey to be undertaken

(full address, responsible for transferring the reimbursement)

I consent to my travel expense claim form being forwarded in a closed envelope to the department stated above and give my permission for it to be opened and processed there.

Last name, first name: _____

Journey: (brief title) _____

Duration: (from - to) _____

Notes on processing:

The above-mentioned travel expense claim form includes personal data and has to be processed by the Chair that required the journey to be undertaken after the travel expenses office has processed the travel expense claim. Only the Chair that required the journey to be undertaken can arrange the transfer of the reimbursement to the traveler.

Your data can only be transferred to the relevant department if you grant your consent. Granting consent ensures an efficient workflow and your expenses can be reimbursed swiftly.

If you do not grant your consent, the documents will be sent to your place of work, marked "private", and may only be opened by you personally (in the case of external parties, to your home address). As only the department that required the journey to be undertaken can transfer the reimbursement, you are then responsible for forwarding the relevant documents to them.

In this case, you accept responsibility for any delays incurred as a result of this additional step.

You have the common rights of a data subject pursuant to the General Data Protection Regulation (GDPR)

(see <https://www.fau.de/fau/rechtsgrundlagen/datenschutzkoordination/#betroffenenrechte>).

Place

Date

Signature

When submitting a travel expense claim form, we recommend opting to receive notifications by email or via the portal. We can only send notifications by email if you have ticked this option on the claim form. Once you receive the notification by email, you know that the travel expenses office has finished processing your application and you should shortly receive the bank transfer. Please contact the department that required the journey to be undertaken if there are any delays.