

Travel expenses form					
Name, first name				Phone number	
Address				Department	
<b>Travel was authorised on</b>			<b>Travel was authorised by</b>		
Type of travel	<input type="checkbox"/> Business trip (§ 2 para. 2 HmbRKG)		<input type="checkbox"/> Travel for training or to take part in an exam under § 23 Abs. 2 HmbRKG		
<input type="checkbox"/> I request reimbursement of my expenses to be paid to the following account					
IBAN				BIC	
Departure from	<input type="checkbox"/> Home	<b>Start of the travel (date and time)</b>			<b>Start of the work (date and time)</b>
	<input type="checkbox"/> Workplace				
Travel transportation	<input type="checkbox"/> Car	<input type="checkbox"/> Company car	<input type="checkbox"/> Train	<input type="checkbox"/> Airplane	<input type="checkbox"/> Other means of transport:
Return at	<input type="checkbox"/> Home	<b>End of the work (date and time)</b>			<b>End of the travel (date and time)</b>
	<input type="checkbox"/> Workplace				
Travel transportation	<input type="checkbox"/> Car	<input type="checkbox"/> Company car	<input type="checkbox"/> Train	<input type="checkbox"/> Airplane	<input type="checkbox"/> Other means of transport:
<b>Travel expenses</b>			<b>Information provided by employee</b>		<b>To be completed by employer</b>
Ⓜ See explanations on page 2 (bottom)					Note
					EUR
<b>Daily subsistence allowance (depending on length of absence)</b>					
More than 8, but less than 24 hours absent		Days			€
24 hours absent		Days			€
<b>Daily sustenance allowance abroad (depending on length of absence) Ⓜ</b>					
More than 8, but less than 24 hours absent		Days			€
24 hours absent		Days			€
<b>Overnight stays</b>					
Overnight stays <u>without</u> receipt (daily accommodation allowance) Ⓜ		Nights			€
Overnight stay costs <u>with</u> receipt Ⓜ		€			€
Breakfast included? Ⓜ	<input type="checkbox"/> Yes	<input type="checkbox"/> No			€
Overnight stay allowance abroad Ⓜ		Nights			€
Reimbursement under § 11 Abs. 1 HmbRKG4		Days			€
Reimbursement according to § 17 HmbRKG		Days			€
Reimbursement according to § 23 Abs. 2 HmbRKG3)		Days			€
<b>Transportation costs</b>					
Train ticket, airline ticket, etc.	Class:	€			€
Surcharge and / or seat reservation charge		€			€
BahnCard		€			€
Travel costs at the place of work		€			€
Travel costs during business trip		€			€
External costs for CO2 emissions from air travel Ⓜ					€
Mileage reimbursement		km			€
Vehicle use for approved business purposes Ⓜ	<input type="checkbox"/> Yes	<input type="checkbox"/> No			€
Sharing car with colleagues	Number of passengers:	km			€
<b>Additional costs</b>					
Please specify:		€			€
<b>Subtotal</b>					€
<b>Deductions</b>					
Costs reimbursed by third party (§ 3 Abs. 3 HmbRKG)		€			€
<b>Long-distance travel allowance (§ 3 of the VO to § 16 Abs. 5 HmbRKG)</b>					
Long-distance travel costs		Days			€
Long-distance subsistence costs		Days			€
<b>Free accommodation</b>		Days			€
<b>Free breakfast</b>		Days			€
<b>Free lunch</b>		Days			€
<b>Free dinner</b>		Days			€
<b>Total</b>					€
I have already received an <b>advance part-payment</b> of		€			€
<input type="checkbox"/> I use a season ticket to travel to the workplace					€
<input type="checkbox"/> I have a BahnCard	<input type="checkbox"/> I have a BahnCard 100				€
<input type="checkbox"/> To be paid out <input type="checkbox"/> To be deducted					€

Explanations	
Explanation of the travel purpose	
If applicable: Explanation of the need for accommodation costs	
If applicable: Names, departments and km of the accompanying passengers in each case	
If applicable: Explanation of the need for a car / cab / airplane	
If applicable: Explanation of additional costs	
If applicable: List of meals provided free of charge	

Did your trip count towards a bonus programme offered by a participating airline or the Deutsche Bahn AG?  Yes  No

If yes: What points or other form of reward did you or will you receive for the trip?

Please note: Such benefits may only be granted in agreement with your employer travel department.

I declare that the information I have provided is true and accurate. I incurred the costs as describe above. <b>All receipts</b> (accommodation, travel, incidental expenses, etc.) are attached.	Place, date	
	<b>Signature</b> (applicant)	

<b>To be completed by employer</b>	Date	
PSP	Name, first name	
KST / ZuO	Position / pay grade	
The signature confirms the factual and arithmetical validity of the travel expense report.	<b>Signature</b> (administrator)	

⓪ Notes on travel expenses on page 1	
<p><b>Overnight stays without receipt:</b> If the coverage of an accommodation was not agreed or no receipts of accommodation are available, a flat rate of 20.00 € applies per overnight stay in Germany.</p> <p><b>Overnight stays with receipt:</b> If accommodation was agreed before the travel, receipts are required. In this case, the accommodation costs may not exceed 90.00 € per night (without breakfast) or 100.00 € per night (incl. breakfast). In the case of contingent bookings, the cost limit may be exceeded by up to 15%.</p> <p><b>Vehicle use due to significant business interest:</b> When using your own car, the "small distance allowance" applies with a flat rate of 0.20 € per kilometer. If the use of the vehicle was confirmed prior to the business trip due to significant business interests, the "large distance allowance" applies with a flat rate of 0.30 € per kilometer. The exact requirements can be obtained from the HR department.</p> <p><b>External costs for CO2 emissions from air travel:</b> Domestic flights 30.00 €, flights to and within Europe 60.00 € and flights outside Europe 100.00 € for the outward and return flight. For one-way flights, half of the flat rate is to be applied. Each flight (take-off and landing) must be compensated individually, including feeder flights. The correct amount will be determined by the HR department.</p>	<p><b>Breakfast included:</b> The cost of breakfast included in the overnight accommodation charges will be reimbursed if it is caused by the employer, or if the breakfast costs are listed along with other services in a so-called lump sum.</p> <p>Conditions for the employer's cause to apply: The regulations regarding the amount of reimbursable overnight costs must be adhered to, and the invoice must be issued to the respective authority or office.</p> <p>If the breakfast is listed together with other services in a lump sum, the following conditions must be met in order to reimburse the breakfast: The price of the breakfast cannot be determined (lump sum), and there is no reason to suspect that the lump sum includes costs that are not reimbursable under the HmbRKG (e.g., paid TV offers, private phone calls or massages).</p> <p>If the overnight costs including breakfast are reimbursed, the daily subsistence allowance will be reduced.</p> <p><b>Overnight stay allowance abroad:</b> The exact amount of the foreign overnight allowance depends on the destination (BMI-D6-20231019-SF-A001). The exact amount is determined by the HR department.</p>