

Please note that only fully completed forms can be processed.

Travel expense report for travel on

Only deviations or additions to the application document should be indicated on this form.

Note: Expenses will be reimbursed to the account to which your salary is paid.

Blue text = information as “mouseover” (as with the travel application, please note the Adobe/Firefox tip for opening). A brief overview of the information can also be found at the end of the form.

1. Travel dates:

The trip was carried out as requested

The trip was canceled or not carried out

There were the following deviations from the travel dates:

2. Transportation costs:

Total transportation costs

The trip was carried out as requested

The following means of transport were used as requested:

Train Private car Other private motorized vehicle Rental car
Aircraft

There were the following deviations from the requested transportation costs (different means of transportation or different flight route(s), if applicable):

Rail travel:

The ticket was provided by my employer and I did not incur any costs.

Outward travel costs:

Super saver fare Saver fare Flex fare Other

Return travel costs:

Super saver fare	Saver fare	Flex fare	other	
With BahnCard	50 (1.Cl.)	50 (2.Cl.)	25 (1.Cl.)	25 (2.Cl.)
Deutschlandticket				
Other discount:				

Reimbursement request for BC or Deutschlandticket:

My BahnCard 25/50 /Deutschlandticket has paid for itself through business use and should therefore be reimbursed.

To date, I have been reimbursed for my BahnCard 100 = _____ from previous business trips.

Air travel: The flight ticket was acquired and paid for by:

Third parties Traveling person

The compensation contribution has already been paid.

The compensation contribution is to be paid by the travel expense accounting department in the amount of: Please enter each flight section (one way):

x € 15 (Germany), x € 30 (Europe), x € 50 (Worldwide)

Total cost of flight tickets: _____ / Total costs Compensation contribution

3. Overnight stays:

Incl. breakfast? No Yes **Total accommodation costs:**

Have the costs already been covered by the employer? No Yes

If staying overnight in your own apartment, please provide your postal code and city:

[Flat-rate overnight allowance](#)¹ (without receipt): Nights

Free overnight stays Nights

Accommodation costs with receipt: Nights

Overnight allowance abroad (private, without receipt): Nights

No cheaper accommodation/hotel was available. Please explain under point 6.

4. Free meals:

(Meals provided at no cost, e.g., covered by the organizer, included in hotel bill)

Please check and enter the date:

Breakfast Yes, on the following days:

Lunch	Yes, on the following days:
Dinner	Yes, on the following days:
5. Further information:	
Partial payment already received	
To be deducted: Services provided by third parties (Section 4 (3) HmbRKG) ²	
Services:	
During my trip, I participated in the following bonus program ³ of an airline or Deutsche Bahn AG:	
6. Additional costs/explanations	

I hereby certify that the information provided is correct.

The expenses incurred are paid by me, unless otherwise stated.

The receipts are attached.

Signature of traveler

Cost comparison calculation for rail/private motor vehicle in accordance with Section 7 (1) HmbRKG

To be completed by the travel expense accounting department (not to be charged if an exemption has been granted by the travel expense accounting department (if available) with the involvement of the responsible division/department management).

Transportation costs	Train	Mileage allowance for motor vehicles
Travel expenses or mileage allowance are also granted for business trips at the place of business, including trips to and from external accommodation. Please include these..	Maximum flexible fare including discounts, e.g., through BahnCards, on the day of the business trip request Deutschlandticket BC 25 BC 50 BC 100	Type of vehicle 1. private car: 30 Cents 2. other private motorized vehicle: 20 Cents per kilometer 0,30 Euro 0,20 Euro Distance in km⁴: (Total distance)
Amount in Euro		

Reimbursement of up to 90 € if no application for exemption from the limitation rule has been submitted.

[Brief overview mouseover:](#)

1. Accommodation allowance: No flat rate for overnight stays in your own home at the place of business.
2. Third-party services (Section 4 (3) HmbRKG): Vouchers or support services are to be offset against travel expense reimbursements.
3. Bonus programs: Private BahnCard bonus points can be used privately, but may not influence booking decisions.
4. Calculation of mileage allowance: The shortest road connection is decisive. Mileage allowance also applies to journeys at the place of business.