

# An den Kanzler der Universität zu Köln

to be completed by applicant!	
<input type="checkbox"/> <b>Statement of Travelling Expenses</b>	
Title/last name, first name	
Institute/Seminar/Department	Extension
Bank Details (account number, name of bank, bank ID-number)	
Exact Address	Distance (in km) between your home and place of work
Marital Status	if applicable, address of family
<b>Do you receive reimbursement of separation?</b> <input type="checkbox"/> yes <input type="checkbox"/> no	
I already received an advance	
EUR	
Date	
<b>I hereby duly confirm that the particulars and the expenses mentioned here are correct.</b> Day/Signature	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>1 Duration of Travel</b>          (If travelling abroad, time of border crossing has to be stated)           Start of travel (day/time - Home/office)           End of travel (day/time - Home/office)       </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>2 Duration, Purpose and Place of Business</b>          Start of business (day/time)           End of business (day/time)           Destination and explanation as to the purpose of travel  <hr/><hr/><hr/><hr/><hr/><hr/><hr/><hr/><hr/><hr/> </div> <div style="border: 1px solid black; padding: 5px;"> <b>3 Food and Lodging</b>          Were free meals provided by other official institutions (i.e. universities)?  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Yes    <input type="checkbox"/> No         </div> <div> <input type="checkbox"/> official cafeteria?  <input type="checkbox"/> Yes    <input type="checkbox"/> No         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> breakfast    <input type="checkbox"/> lunch    <input type="checkbox"/> dinner         </div> </div>         Were free accommodations offered for the same reasons?  <input type="checkbox"/> Yes    <input type="checkbox"/> No           Overnight stay at home  <input type="checkbox"/> Yes    <input type="checkbox"/> No           The above food/accommodations were offered for the following days:   <hr/>         Are food and lodging included in the conference fee?  <input type="checkbox"/> Yes    <input type="checkbox"/> No       </div>	<div style="border: 1px solid black; height: 500px; margin-top: 10px;"> <div style="text-align: center; padding: 5px; border-bottom: 1px solid black;">Remarks Abt. 42</div> </div>

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<b>4</b>	<b>Transportation</b>  Has vacation time been awarded in conjunction with the business trip?  <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Means of transportation</th> <th style="width: 40%;">paid class</th> <th style="width: 40%;">EUR</th> </tr> </thead> <tbody> <tr><td>airplane</td><td></td><td></td></tr> <tr><td>ship</td><td></td><td></td></tr> <tr><td>train one-way-ticket</td><td></td><td></td></tr> <tr><td>roundtrip ticket</td><td></td><td></td></tr> <tr><td>sleeper</td><td></td><td></td></tr> <tr><td colspan="2">supplementary fee D - IR - IC - EC =</td><td></td></tr> <tr><td colspan="2">reservation fee =</td><td></td></tr> <tr><td colspan="2">seat reservation fee (explanation) =</td><td></td></tr> <tr><td colspan="2">expenses for travelling in home town and at destination (bus/tram/; if taxi give reason) =</td><td></td></tr> </tbody> </table>		Means of transportation	paid class	EUR	airplane			ship			train one-way-ticket			roundtrip ticket			sleeper			supplementary fee D - IR - IC - EC =			reservation fee =			seat reservation fee (explanation) =			expenses for travelling in home town and at destination (bus/tram/; if taxi give reason) =		
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<b>5</b>	<b>Reimbursement when privately owned vehicles are used</b>  <input type="checkbox"/> use of private car due to business or compelling personal reasons..  <input type="checkbox"/> use of a private car without compelling reasons.  <div style="display: flex; justify-content: space-between;"> <div>cubic capacity of private car used (if less than 800 ccm)</div> <div>=</div> <div>ccm</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div>driven kilometres</div> <div>=</div> <div></div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div><b>private motorcycle/moped</b></div> <div>=</div> <div></div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div><b>private bicycle</b></div> <div>=</div> <div></div> </div>																															
<b>6</b>	<b>Reimbursement for taking other participants</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Names of passengers</th> <th style="width: 30%;">Kilometres</th> </tr> </thead> <tbody> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr> <td>Transport of bulky business equipment of items weighting more than 40 kg (please describe):</td> <td></td> </tr> <tr><td> </td><td></td></tr> </tbody> </table>		Names of passengers	Kilometres											Transport of bulky business equipment of items weighting more than 40 kg (please describe):																	
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Factually correct Signature of head of department/Institute  <div style="border-bottom: 1px solid black; width: 100%; margin-top: 10px;"></div>
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Verbuchungsstelle:  
 Kapitel:  
 Titel:  
 DKZ/Projekt: