# Travel Expenses 

## Personal data

| Surname: Last name <br> Personnel number: Personnel number | First name: First name |
| :--- | :--- |
| Travel data | Department: Department |
| Start of travel: $\|\mathbb{D}\|\|\|\mathbf{M}\| \mathbf{M}\|\|\mathbf{Y}\| \mathbf{Y}\|\mathbf{Y}\| \mathbf{Y}$ | Time: Time |
| End of trip: End of trip | Time: Time |
| Destination: Destination Travel | Purpose: Travel purpose |
| Means of transport: Means of transport | For cars: kilometers 0000.00 |

## Costs

Travel 0000.00
Accomodation 0000.00
Additional meal expenses (8-24 hours and arrival and departure): $\$ 0000.00$ per day
Additional meal expenses (from 24 hours): $\$ 0000.00$ per day
Deductions for breakfast (20\%), lunch or dinner (40\%) Please enter
Other costs Other costs
Total cost cost

