

# Travel Expenses

## Personal data

Surname:

First name:

Personnel number:

Department:

### Travel data

Start of travel:

Time:

End of trip:

Time:

Destination:

Purpose:

Means of transport:

For cars: kilometers

## Costs

### Travel

#### Accommodation

Additional meal expenses (8-24 hours and arrival and departure): \$                      per day

Additional meal expenses (from 24 hours): \$                      per day

Deductions for breakfast (20%), lunch or dinner (40%)

#### Other costs

Total cost

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of supervisor