



Check List for Statements of Travel Expenses

The Statement of Travel Expenses is on page 2 and 3.

- The business trip took place in the last six months
According to section 3 of the Law on Travel Expenses of North Rhine-Westphalia (Landesreisekostengesetz), all statements of travel expenses must be submitted to the Travel Expenses Department within six months, beginning on the first day after return from the business trip
- Cost center / PSP element provided
- Signed travel authorization from your department's or institute's head included (original) *[In cases of job interviews or visits/meetings in the framework of an appointment procedure, please submit the invitation letter.]*
- All receipts included (original) *Please use the Appendix „Table of Travel Costs“ if you have many receipts (see our website).*
- If applicable, foreign currencies converted in euro (€)
- If applicable, received advance payments indicated
- Reasons for the use of taxis, rental cars, higher hotel costs, domestic flights and higher travel class provided
- Personal signature
- Signature of your department's or institute's head
- Please also see the document “Speeding up the reimbursement”**
You can support us in our efforts to reimburse you for your travel expenses in a timely manner. Please download the document “Speeding up your reimbursement” on our website.
- All receipts that are not in regular page format should be stapled onto one or more regular pages of paper one next to the other. Print out the statement single-sided (not on both sides of one paper) and insert it into a clear folder. Send your statement to „Abt. 44.2 – Reisekosten“.

Statement of Travel Expenses
To Department 44.2 – Travel Expenses



1 Personal information		UoC personnel number (if known) not LBV (Regional Authority) number	8 _____
Title / last name, first name		Date of birth	
Faculty / Department / Institute / Seminar <i>UoC: may use stamp</i>		Email	
Home address		Extension Phone	
		1. _____ 2. _____	
UoC employees: [x] use salary account		[x] External applicants: Please enter your bank account information	
Please remember to inform the responsible person in Department 41 – Staff Management – of any changes in your bank account information. It is not enough to notify the Regional Authority for Compensation and Retirement (Landesamt für Besoldung und Versorgung – LBV). We can only process this application if Department 41 has all your current information.		IBAN _____ BIC/SWIFT _____ Bank _____	
2 Duration of travel		If travelling abroad, please indicate the time of border crossing (In the case of air travel, please indicate the landing times)	
Start of travel (starting from home/office)	Date	Time	Outward: _____ _____ _____ Place Date Time
End of travel (at home/office)	Date	Time	Return: _____ _____ _____ Place Date Time
Duration, purpose and place of business		Was your business trip preceded or followed by a vacation ?	
Start of business	Date	Time	<input type="checkbox"/> No <input type="checkbox"/> Yes, from _____ _____ to _____ _____ Date Time
End of business	Date	Time	_____ _____ to _____ _____ Date Time
Purpose of travel/ Event title	Indication of trip times if you made a round trip or returned home every day (if necessary, attach separate sheet)		
Destination(s) and country(s)	1. _____ 2. _____ 3. _____	Round trip: Daily return home:	Arrival/Landing Start
			Return/Depart Return
			Destinations home/office
		1. from _____ _____ to _____ _____ Date Time	
		2. from _____ _____ to _____ _____ Date Time	
		3. from _____ _____ to _____ _____ Date Time	
3 Meals (Mandatory information for the calculation of daily rates)		<input type="checkbox"/> I waive my right to a daily allowance (no further information on point 3 necessary)	
Were free meals provided by other official institutions (e.g. universities)? Or were meals included in the conference fee/the hotel or flight booking? <input type="checkbox"/> No <input type="checkbox"/> Yes, specifically: <input type="checkbox"/> Breakfast <input type="checkbox"/> lunch <input type="checkbox"/> dinner Cafeteria / canteen available? <input type="checkbox"/> No <input type="checkbox"/> Yes Used on _____ days		Free meals were provided on the following days:	
4 Accommodations (please choose one of the following options)			
<input type="checkbox"/> No refund for accommodations <input type="checkbox"/> Accommodations were officially provided free of cost or have (already) been paid for by the UoC / by a third party <input type="checkbox"/> no accommodations, or daily return home (own flat / house) <input type="checkbox"/> I waive my right to reimbursement of accommodation costs / daily rate for accommodations		According to the Law on Travel Expenses of North Rhine-Westphalia, the maximum refundable daily rate for accommodations in Germany is 50 € in cities with less than 100,000 inhabitants, and 80 € in cities with more than 100,000 inhabitants. For the maximum refundable rates of accommodations abroad, please see the list of countries on our website (Department 44.2). Should your accommodations expenses exceed the maximum rates, we can only refund the difference if you provide compelling reasons here:	
<input type="checkbox"/> Reimbursement for the fixed daily rate for accommodations <input type="checkbox"/> I stayed with friends / family (Germany 20€ / abroad 30€ per night)			
<input type="checkbox"/> Reimbursement for accommodation costs (please include receipts) <input type="checkbox"/> below the maximum rate (see right column) <input type="checkbox"/> maximum rate or above (if your accommodation costs are above the maximum daily rate, please provide compelling reasons)			
Total Accommodations		_____ €	

5 Transportation (please include receipts)			<input type="checkbox"/> I did use a company vehicle
Means of transportation	paid class	total €	Please use the Appendix „Table of Travel Costs“ if you have many receipts (see our website) *According to the Law on Travel Expenses of North Rhine-Westphalia, you must provide compelling reasons in writing for travelling in a higher class than economy, taking domestic flights or taking taxis: If you took a taxi, please indicate the starting point and destination as well as the starting time:
train*			
bus/tram			
airplane*			
ship/ferry			
taxi*	---		
other			
Total Transportation			
6 Reimbursement for the use of private vehicles			Business or compelling personal reasons. (if you do not provide reasons, we can only reimburse the small kilometer bonus) [see our website for further information]
<input type="checkbox"/> no use of a privately owned vehicle or I waive my right to reimbursement			Further details if necessary:
<input type="checkbox"/> use of a privately owned vehicle without compelling reasons (small kilometer bonus)			
<input type="checkbox"/> use of a private vehicle for the compelling reason indicated in the right column			
car /total kilometers	=		
motorcycle / total kilometers	=		
bicycle / total kilometers	=		
7 Reimbursement for taking other participants			<input type="checkbox"/> Transport of bulky business equipment or items weighing more than 40 kg
Names of passengers	kilometers		Further details if necessary:
8 Additional costs (include receipts)			€
Conference fee			If applicable, please subtract the cost of for a conference dinner that was included in the conference fee (not refundable). Further details if necessary:
Required visa			
Other I			
Other II			
9 Financing information			
<input type="checkbox"/> I have received an advance payment from the University of Cologne on my travel expenses. Date: _____ Amount: _____ €			
<input type="checkbox"/> Costs were/will be covered by a third party (grants) _____ € Description _____ (include receipts)			
<input type="checkbox"/> Please limit the reimbursement of travel expenses to _____ €			
Financing: cost center or PSP element (mandatory information)			Further information on financing details
Sach-konto	<input type="radio"/> Reisekosten Interne Dienstreise (685000) <input type="radio"/> Reisekosten Interne Weiterbildung (685100) <input type="radio"/> Reisekosten Externe (685200)	<input type="radio"/> Reisekosten StipendiatInnen (730160) <input type="radio"/> Reisekosten int. SOKRATES (685010) <input type="radio"/> Reisekosten Dozenten ERASMUS (685050)	
- Please include the original travel authorization / delegation and all original receipts (not photocopies). - According to section 3 of the Law on Travel Expenses of North Rhine-Westphalia (Landesreisekostengesetz), all statements of travel expenses must be submitted to the Travel Expenses Department within six months , beginning on the first day after returning from the business trip.			
Applicant I hereby duly confirm that the provided information is correct <input checked="" type="checkbox"/>		Head of institute / department (cost centre manager) The provided information is factually correct. <input checked="" type="checkbox"/>	
date / signature		date / signature	
		name in block letters	