

Family name, given name	Personnel no.	Cost unit	Internal order	PSP-Element
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Year 20....			Details	Travel Expenses (flight, train, etc.)	Kilometres driven (when used own car)	Add. expenses <small>Please consider also reason for taking taxi or higher accomodation costs, etc.</small>
Day	Month	Time				
			Begin of business trip (leaving home/place of work) by bus, train, etc.			
			Departure from			
			by train ..... class own car – with passenger ..... passenger in car of ..... plane (border crossing at ..... / time .....)			
			to			
			Arrival (continue trip by bus, train, taxi, etc.)			
			Begin of business			
			Explanation of business:			
			End of business (leaving by bus, train, taxi, etc.)			
			Return from			
			by train ..... class own car – with passenger ..... passenger in car of ..... plane (border crossing at ..... / time .....)			
			to			
			Arrival (continue trip by bus, train, taxi, etc.)			
			End of business trip (arriving at home/place of work)			

*(For trip of several days' duration to the same place of business without accomodation please indicate times of the beginning and end of the trip for each day. If necessary, on additional sheet - www.gsi.de/travel)*

I have received the following meals free of charge/meals were included in registration fee (also in-flight catering when taking airplane):

none       breakfast       lunch       dinner      on/from: \_\_\_\_\_ until: \_\_\_\_\_

The following meals are included in hotel bill:

none       breakfast       lunch       dinner      on/from: \_\_\_\_\_ until: \_\_\_\_\_

Only for trips abroad (not Germany) – Did you have lunch in a canteen/cafeteria and paid by yourself?:

no       yes      on/from: \_\_\_\_\_ until: \_\_\_\_\_

Participation in bonus programs from airlines (e.g. Miles & More)       no       yes - current balance: .....

Participation in bonus programs from Deutsche Bahn (Bahn Comfort / Bahn Bonus)       no       yes - current balance: .....

I have received reimbursement from a third party for this business trip (third party is not GSI):

no       yes, an amount of \_\_\_\_\_ € for (e. g. flight, accomodation, remuneration, meals, etc.): \_\_\_\_\_

I confirm that this statement is correct and complete. I acknowledge my obligation to use any benefit resulting from a bonus program in connection with a business trip (i.e. Miles & More, Bahn Comfort) solely for further business trips.

Place \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

**For external personnel only:**

**Private address:** .....

**Konto (IBAN + BIC/Swift):** .....

**If non-European bank, the bank name & address as well as account number and bank code is needed**

Business trip is approved and payment is confirmed:      Signature \_\_\_\_\_  
(GSI-section-/department-/divisional head/management)