

Statement of costs of student trip

Type of trip: Accompanied group trip (travel organiser responsible for statement of expenses)
 Sauen (travel organiser responsible for statement of expenses)
 Individual statement of expenses
 Other: _____

Of the department: _____ to: _____

from: _____ to: _____ No. of participants: _____ of which students: _____

Where there are more than 5 receipts per block, please use tables on p. 3.

1. Travel expenses	Receipt no.(*)	Sum in EUR	Recognised sum
Where relevant, please enter sub-total from additional sheet here:			
Total travel expenses (incl. costs from p. 3)			

2. Accommodation costs	Receipt no.(*)	Sum in EUR	Recognised sum
Where relevant, please enter sub-total from additional sheet here:			
Total accommodation costs (incl. costs from p. 3)			

3. Ancillary costs	Receipt no.(*)	Sum in EUR	Recognised sum
Where relevant, please enter sub-total from additional sheet here:			
Total ancillary costs (incl. costs from p. 3)			

* Please number receipts and then stick them in order onto a DIN A4 sheet.

	Sum in EUR	Sum credited
Total travel expenses		
Total accommodation costs		
Total ancillary costs		
Total costs		
University subsidy		
Minus advance		
Payment/Repayment		

Tour organiser:

Surname, name: _____

Address: _____

Bank: _____

IBAN: _____

BIC/SWIFT: _____

I ensure that the details I have provided are accurate and complete.
The expenses claimed were actually incurred.

Date / signature

To be completed by administration:

Calculation correct: _____
Date / signature

Budget office: _____ Billing object: _____

Copy of the processed claim has
been sent to claimant:

Date // signature

To be completed by ServiceCenter Haushalt:

Receipt no.: _____

The reimbursement claimed in the amount of € _____ has been transferred to the above-mentioned account.

Date // signature

1. Travel expenses	Receipt no.(*)	Sum in EUR	Recognised sum
Total travel expenses			

2. Accommodation costs	Receipt no.(*)	Sum in EUR	Recognised sum
Total accommodation costs			

3. Ancillary costs	Receipt no.(*)	Sum in EUR	Recognised sum
Total ancillary costs			

* Please number receipts and then stick them in order onto a DIN A4 sheet.