

(The applicant must fill in with care and put a cross ☒ in the relevant boxes!)

Travel expenses claim for a **Business trip** **Education/training trip** **"Third-party" trip**

1. Traveller				
Name, forename				Date stamp of travel cost centre
Street				
Postcode, town				
Tel. no. (work)	Personnel no. LSF			
At the time of the trip I was: <input type="checkbox"/> Civil servant <input type="checkbox"/> Senior professor <input type="checkbox"/> Employee <input type="checkbox"/> Trainee <input type="checkbox"/> SA/SSA <input type="checkbox"/> Student <input type="checkbox"/> Third party Is a part-secondment in place? <input type="checkbox"/> No <input type="checkbox"/> Yes Copy attached <input type="checkbox"/> Already in place <input type="checkbox"/>				
Bank details:	IBAN	BIC	Bank	
I waive the reimbursement of <input type="checkbox"/> Daily allowance <input type="checkbox"/> Overnight accommodation costs <input type="checkbox"/> Travel costs <input type="checkbox"/> Additional costs <input type="checkbox"/>				
Please cross the relevant box for business trips with a stay in the same external place of business for <u>longer than 14 days</u> : I belong to the following group of people as defined by <input type="checkbox"/> § 3 (2) no. 1 Saxon Separation Allowance Ordinance (SächsTGV) (e.g. married people living in a household with a spouse) <input type="checkbox"/> § 3 (2) no. 2 SächsTGV (people other than those described above who are the main tenant or owner of a household - e.g. single people with own home) <input type="checkbox"/> § 3 (2) no. 3 SächsTGV (people other than those described above, e.g. single people without own home).				
2. Destination(s): Trip from <input type="checkbox"/> Dresden; from <input type="checkbox"/> to and back / and back to <input type="checkbox"/>				
3. Purpose of trip: <input type="checkbox"/> Business/education trip (cf. attached request) <input type="checkbox"/> Interview trip <input type="checkbox"/>				
4. Actual itinerary				
(Please give further details on the back if necessary!)				
	Travel costs	Mileage allowance	Passenger allowance	Additional costs (with proof)
	a) Travel card, flight ticket b) Seat reservation c) In place of work / residence / business	a) Private car without good reason ¹ b) Private car with good reason ¹ c) Private bicycle	a) Number of passengers → no. 7 b) km per passenger	
	Specify in EUR	Specify km	Specify number/km	Specify in EUR
1	2	3	4	5
Outward journey				
Date: Tim				
From <input type="checkbox"/> Residence a) <input type="checkbox"/> Residence b) <input type="checkbox"/> Office <input type="checkbox"/> Temporary residence				
Mode of transport (class if app.):, sched. dep.:				
Outward journeys (publ. transp.)				
Border crossing at: Time:				
Place(s) of business				
Official business Date Time				
- Start: - Finish:				
Further places of business if app.: (Give details!)				
Address Place of business: ²				
Journeys to place of business: (number): Costs of overnight stay in EUR: x Nights				
Breakfast incl.: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Lunch incl.: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Dinner incl.: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Return				
Mode of transport (class if app.):, sched. dep.:				
to <input type="checkbox"/> Residence a) <input type="checkbox"/> Residence b) <input type="checkbox"/> Office <input type="checkbox"/> Temporary residence				
Border crossing at: Time:				
End of trip: Date: Time:				
Return journeys (publ. transp.) (number):				
Total:				

1 If using a private car please specify.

5. Free meals (details must be given!):

- I was not provided with free meals.
- I was provided with free meals on account of office³, namely

For the days	Contribution in EUR* if app.	Contribution in EUR* if app.	Contribution in EUR* if app.	Contribution in EUR* if app.	Contribution in EUR* if app.
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- By "chip card" (e.g. on training courses at AVS Meißen)
- If in receipt of free meals on account of office by using "chip card":
 - I used the "chip card" to buy something other than full meals (e.g. goods, other refreshments).

Details: _____ Value: _____ EUR

- I did not take advantage of free meals at the following mealtimes: _____
Explanatory statement: _____
- Definition of the free meals received on account of office³:
 - at the instigation of the employer (meal received directly from the employer or at the latter's instigation from a third party; employer is purchaser)
Details of occasion (e.g. evening meal or hospitality at a social event such as topping-out ceremony, exhibition opening) and extent of hospitality: _____
 - not at the instigation of the employer (meal provided by a third party in the public or private sector; employer is not purchaser)

* Details must be given of any additional contribution (payment) agreed and actually paid for the meal by the public servant. No payment is made by the public servant if the public servant advances a payment which is subsequently refunded by the principal.

6. Free accommodation:

- I was provided with free accommodation on account of office³, namely
 - For the following nights _____
 - I did not take advantage of free accommodation for the following nights: _____
Explanatory statement: _____
- I stayed overnight in my home in _____
- As a result I incurred additional travel expenses of _____ EUR.

7. Passengers:

I took the following people with me in my private car⁴:

Name, forename	Office	From (address)	To (address)	and back
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

8. In the case of rail/air travel (details must be given!)

- When travelling by rail/air I did not participate in a bonus scheme.
- I did take part in a bonus scheme, namely (e.g. bahn.bonus / Miles & More): _____

9. Holiday/private trip:

I combined the trip with a private visit/private trip from _____ until _____
to: _____ and carried it out before/ after/ during the private stay/private trip.

10. Other information: (e.g. explanation of additional costs, cost reimbursement by third parties, reasons for use of taxis/hire cars – if there are no good reasons for using taxis/hire cars, please give the addresses of the places of departure and arrival for the calculation of mileage allowance - attach another sheet if required)

11. Advance payment:

I received an advance payment of EUR _____ towards the expected travel expenses reimbursement.

12. If the travel cost centre uses an IT-supported system to settle travel expenses claims, I give my consent for it to send an automatically generated notice of settlement to the following e-mail address:

13. The business trip differed from the order/approval; the additional costs are reimbursed.
Factually accurate: _____

14. I duly confirm that the information I have given is correct and complete. I incurred the specified expenses. I booked the lowest-priced air/rail travel.

Signature of the person authorised to issue orders/approvals _____ Date _____ Signature _____

→ Please attach original request, invitation/programme and all original receipts!

3 Awarded due to the official role/function of the public servant or the purpose of the official business (not by relatives, friends, acquaintances, colleagues etc.)
4 Only give details of those passengers who are entitled to the reimbursement of travel expenses pursuant to (§ 5 (5) Saxon Travel Expenses Law (Sächsisches Reisekostengesetz - SächsRKG) or other regulations of the Free State of Saxony.