

Receipted Expenses Form

business trip (FIAS-EE) cost reimbursement

Last name, first name:		Internal booking number:	
Beginning of the journey: <input type="checkbox"/> from home <input type="checkbox"/> from working place		End of the journey: <input type="checkbox"/> home <input type="checkbox"/> working place	
Full address:		Full address:	
Destination:			
Journey from (date + time):		Until (date + time):	
Meals included e.g. on the flight etc. (e.g.: 0x, 3x, 0x)	Breakfast:	Lunch:	Dinner:

Original receipt (please attach in chronological order):

	Kind of receipt	Date	Amount * (currency)*	Amount** Euro
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				

Used car: privat rental

10)	Kilometers driven:	
Calculation for mileages:**		

*) Please provide amount and local currency
**) Grey fields will be filled in by FIAS administration

Advanced payment:	
Sum:	

Signature of traveler

Bank account information:

Name of account holder:	Name of bank:
IBAN:	BIC No. or SWIFT Code:
For bank transfers outside Europe, the full address of the bank branch is also needed:	
Reason for money transfer (optional):	
<input type="checkbox"/> Cash payment	

I confirm that I did the here named trip, that the listed expenses really incurred to me and the given information is correct to the best of my knowledge.

Date / signature of traveler

Date / signature department of travel expenses

Date / signature administration of FIAS