

Receipted Expenses Form

business trip receipt 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"/> to working place	
Full address:		Full address:	
Destination:			
Journey from (date + time):		Until (date + time):	
Meals included Hotel costs, flight or conference fee (Example: 3x)	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> 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: private rental

10)	Number of kilometres	
Calculation for mileages:**		
<p>*) Please provide amount and local currency **) Grey fields will be filled in by FIAS administration</p>		
Advanced payment:		
Sum		

signature of traveler



bank account information:

are known to FIAS

name of account holder :	name of bank:
IBAN:	BIC No. / SWIFT Code:
<i>For bank transfers outside Europe, the full address of the bank branch is also needed:</i>	
reason for money transfer (Verwendungszweck):	
<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