

**Please note!**

This form only applies for external partners and is not to be used by employees of the university. **The co-signature of the responsible organisational unit is required before claiming in the Budget Section!**

The application deadline for submitting travel expenses claims is 6 months after completion of the business trip. No claim is possible in the case of late submission!

**Pädagogische Hochschule Freiburg /  
University of Education  
Sachgebiet Haushalt  
Kunzenweg 21**

**79117 Freiburg**

**Travel expenses claims for external partners**

Required details for financing (to be filled in by the responsible organisational unit):

Chapter:                      Title:                      Funds centre:                      Cost centre or project number:  
 BMBF                       EU                       Other

**Personal details**

Surname, first name		Phone	
Town with postal code and street			
Competent organisational unit at PH Freiburg		Position or official title	
Bank institute	IBAN (16–34 digits possible)		BIC (8/11 digits possible)
Other bank details (Account-Number, Routing Number etc.) for account details in countries that do not use IBAN			

**1. Travel details**

Travel destination (location, also name of country in the case of business trips abroad) <input type="checkbox"/> PH Freiburg      Other destination:	Travel dates (from - to)
Purpose of the trip (if necessary enclose special reason)	
In addition the following person(s) are to take part in the trip (give names)	
The trip was carried out by <input type="checkbox"/> bus/rail, <b>2nd class</b> <input type="checkbox"/> ICE, <b>2nd class</b> <input type="checkbox"/> plane <b>(1) economy</b> <input type="checkbox"/> private car <b>(2)</b> <input type="checkbox"/> as passenger with (give names):	
Give reason for 1 or 2 here imperatively and explain particularities!	
Date and signature of applicant	Date and signature of the head of the responsible organisational unit <b>or Project Manager</b> / factually correct

## 2. Accounting data

Accounting is carried out according to the provisions of the Land travel expenses law of Baden-Württemberg (LRKG). The accounting of travel expenses from external funds is always carried out according to LRKG. External funding sources can stipulate their own reimbursement rules, these will however only be taken into consideration if they are enclosed with the business trip application or the application for cost reimbursement. The Federal Ministry of Education and Research (BMBF) reimburses according to federal travel expenses law.

Start of the journey	Date	Time			
from	<input type="checkbox"/> home	<input type="checkbox"/> office	other place:		
to (business location)	<input type="checkbox"/> PH Freiburg	other place:			
Place of business (start)	Date	Time	Place of business (end)	Date	Time
End of the journey	Date	Time			
End of the journey at	<input type="checkbox"/> home	<input type="checkbox"/> office	other place		
<b>Only to be filled in for travel abroad!</b>					
Outward journey: Border crossing/local time	Date	Time	Arrival	Date	Time
Return journey: Journey commences	Date	Time	Border crossing/local time	Date	Time
<b>Travel costs</b>			<b>Distance</b>		<b>Overnight accommodation/ additional costs</b>
<b>Enclose original receipts!</b> Reasons must be given for using planes or taxis.			Private car Number of Km (Outward and return journey)		Enclose original receipts and explain them! Upper limits 60 € / 80 € for towns with up to or over 100,000 inhabitants
a) Ticket/plane ticket	€				€
b) Surcharge/sleeping car voucher/seat reservation	€				€
c) Bus/tram	€				€
d) Taxi	€				€
In addition the following person(s) took part in the trip (give names)					
<b>Accommodation:</b> <input type="checkbox"/> was officially given free of charge.					
<b>I was given the following board/meals:</b> <input type="checkbox"/> Individual meal <input type="checkbox"/> full board					
<input type="checkbox"/> breakfast (number): _____ <input type="checkbox"/> lunch (number): _____ <input type="checkbox"/> evening meal (number): _____					
<input type="checkbox"/> I was given no board/meals.					
Other explanations:					
<input type="checkbox"/> Enclosure(s) as justification for extra costs is (are) enclosed. I dutifully confirm the correctness of my information. I really incurred the entered expenses.					
Date and signature of applicant					