



To  
Accounting and Finance  
University of Vienna  
Universitätsring 1  
A – 1010 Vienna

### Travel expenses (FIN/K6)

Domestic Trip  International Trip (please tick appropriate box)

#### Personal Information

Last name, first name:

Office telephone:

Social security number  
Date of birth:

Office Email:

#### Reimbursement Information (please tick as appropriate)

In the name of:

Banking institution:

IBAN:

BIC:

For accounts abroad without IBAN and BIC: Account number:

Bank code / Routing Number:

#### 1. Trip Details

Travel expense advance:

Euro

Destination (city, country):

Start of trip:

Date  
(DD.MM.YYYY)

Time  
(HH:MM)

End of trip:

Purpose of the trip:

Border crossing times when travelling abroad by car/bus/train,  
respectively take-off/landing times at Schwechat Airport:

Exit:

Date  
(DD.MM.YYYY)

Time  
(HH:MM)

Entry:

Cost Centre/internal reference number from which payment  
should be operated:

If trip involves travelling across several countries:  
use a supplementary sheet to provide exit and entry date and time  
information for each and every border crossing.



### 2. Cost of Transport

#### 2.1 Lump-sum kilometre allowance

License plate number:

Reasons for travelling by car:

Distance (rounded to full km):  km x 0,42 Euro =  Euro

Odometer reading:

Start of trip:

End of trip:

For local trips, attaching a supplementary sheet featuring a detailed, itemised list of individual trips is mandatory!

Name of passengers:

Distance (rounded to full km):  km x 0,05 Euro x  Number =  Euro

#### 2.2 Reimbursement of railway fares

According to receipts

Receiptno	Euro	Receiptno	Euro	Receiptno	Euro	=	Euro
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

No receipts (Travel subsidy)

Euro

#### 2.3 Other Transport Costs, According to Receipts

Receipt no.	Description	Remarks	Euro
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In case of more single receipts, please proceed to 6., or attach a supplementary sheet, listing these.

### 3. Daily Allowance

for the entire duration of the trip

Euro

for the period (date/time)

from

DD.MM.YYYY

HH:MM

to

DD.MM.YYYY

HH:MM

Remainder of time was  leisure time or  working time

Euro

no daily allowance

### 4. Accommodation

If distance from place of work to destination is smaller than 120 km., reason for purchasing accommodation is mandatory!

Reason:

According to receipts

Receipt no.	excl. board	or	incl. breakfast	incl. lunch	incl. dinner	Euro
<input type="text"/>	<input type="checkbox"/>	number:	<input type="text"/>	number:	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	number:	<input type="text"/>	number:	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	number:	<input type="text"/>	number:	<input type="text"/>	<input type="text"/>

In case of more single receipts, please attach a supplementary sheet, listing these.

According to flat rates

Number of nights with no receipt:

x

Euro

=

Euro

Name and address of the accommodation provider:

was paid directly by the Finance Department/by another department

No. of nights	excl. board	or	incl. breakfast	incl. lunch	incl. dinner
<input type="text"/>	<input type="checkbox"/>	number:	<input type="text"/>	number:	<input type="text"/>

Although the entire duration of the trip consisted of working time, no accommodation is being claimed.



### 5. Seminar , Congress-, Convention or Other Participation Fees

according to receipts

Receipt no.	excl. board	or	incl. breakfast		incl. lunch		incl. dinner	Euro
	<input type="checkbox"/>	number:		number:		number:		
	<input type="checkbox"/>	number:		number:		number:		
	<input type="checkbox"/>	number:		number:		number:		

In case of more single receipts, please attach a supplementary sheet, listing these.

was paid directly by the Finance Department/by another department

excl. board	or	incl. breakfast		incl. lunch		incl. dinner
<input type="checkbox"/>	number:		number:		number:	

### 6. Miscellaneous Additional Expenses

Receipt no.	Description	Remarks	Euro

**Total amount: \_\_\_\_\_ Euro**

I acknowledge that any frequent flier miles or hotel bonus points I may acquire while travelling on university business shall be redeemed exclusively for business trips related flights and/or accommodation. Any utilization of such frequent flier miles or hotel bonus points for private purposes is prohibited.

I confirm that the travel expenses were determined exclusively by official business.

Date

Last name, first name and signature of the accountant

The business trip (performance at place of employment, assignment) was required and duly authorized. All above-mentioned supplementary reimbursements that are subject to authorization are for expenses incurred in the interest of the Institution and are herewith authorized.

Date

Last name, first name and signature of the authorized supervisor