

Accounting and Finance

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

A – 1010 Vienna	
Travel expenses (FIN/K6)	
Domestic Trip International Trip (please tick appropriate box)	
Domestic Tip International Tip (please lick appropriate box)	
Personal Information	
Last name, first name:	Office telephone:
Social security number Date of birth:	Office Email:
Reimbursement Information (please tick as appropriate)	3)
In the name of: Banking in	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):	Date Time (DD.MM.YYYY) (HH:MM)
	Start of trip:
	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:
	Date Time (DD.MM.YYYY) (HH:MM)
	Exit:
	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.

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	te number:	allowand						
	r travelling by car:							
						1		-
				e (rounded to fu	ıll km):		x 0,42 Euro =	= Eur
Odometer re	•	Start of				End of trip:]
	os, attaching a sup	plementary s	heet featuring	a detailed, item	nised list of indiv	vidual trips is mar	ndatory!	
Name of pa	ssengers:							
	Distance	e (rounded to	full km):	kı	m x 0,05	Euro x	Number =	= Eur
2.2 Reimb	ursement of r	ailway far	es			<u></u>	,	
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to receipts	5							= Eur
☐ No receipt:	s (Travel subsidy)	<u> </u>		<u> </u>		<u> </u>		Euro
2.3 Other	Transport Cos	sts, Accord	ding to Re	ceipts				
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according to r	receipts							
Receipt no.	excl. board	or	incl. breakfast		incl. lunch		incl. dinner	Euro
		number:		number:		number:		•
		number:		number:		number:		
		number:		number:		number:		·
In case of mo	re single receipts,	olease attach	a supplementary	sheet, listing	these.			·
was paid dire	ctly by the Finance	Department/b	y another depar	tment				
	excl. board	or	incl. breakfast		incl. lunch		incl. dinner	
		number:		number:		number:		

Receipt no.	Description	Remarks	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

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

Last name, first name and signature of the accountant