

Gesellschaft Deutscher Chemiker e. V.

Travel Expenses

Travel Expenses

Name _____

Journey from _____

to _____

Commencement _____

Return _____

Purpose of Journey _____

		EURO	EURO	Remarks
1.	Travel Expenses (Car, train, plane) according to enclosure *) _____	€		
2.	Kilometer allowance per Km € 0,30 *) _____	€		
3.	Expenses for overnight stay			
3. a	Itemisation according to appendix	€		
	less breakfast _____	€		
4.	Expenses for catering (Flate rate)			
4. a	Single day travel allowance (when travel exceeds more than 8 hours) _____	12,00 €		
4. b	More day travel			
	Day of arrival _____	12,00 €		
	Days with a minimum absence of 24 hours _____	24,00 €		
	Day of departure _____	12,00 €		
5.	Extras please enclose prove *)			
	Telephone _____	€		
	Taxi _____	€		
	Public Transport _____	€		
	Parking Fees _____	€		
	Miscellaneous _____	€		
	Advances: _____	€		
			Total sum	
			EURO	
Place / Date		Signature of the Traveller		
Therefore VAT has to be paid by GDCh e. V. to the fiscal authorities in Germany (§13b (2) UStG).				
Please transfer the money to my Bank account:				
Recipient/Name _____				
Name of bank _____				
Place of bank _____				
Account number _____		Routing Number _____		
for payments abroad please state:				
SWIFT BIC.: _____		IBAN _____		
Address of bank including post code _____				
Amount received in cash _____				
		Date	Signature of the Recipient	
Account	KST	KTR	Date	Sign
authorised /Date	EURO			

*) please enclose original receipts

p.t.o.

