

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: _____	€	_____		
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>			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		<input type="checkbox"/> data medium <input type="checkbox"/> Bank <input type="checkbox"/> Postbank <input type="checkbox"/> Cash	_____

*) please enclose original receipts

p.t.o.

