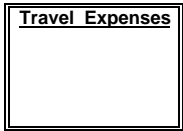


Gesellschaft Deutscher Chemiker e. V.



Travel Expenses

Name _____

Journey from _____ to _____

Commencement _____ Return _____

Purpose of Journey _____

	EURO	EURO	Remarks
1. Travel Expenses (car, train, plane) according to enclosure *) _____			
2. Kilometre allowance per km €0,30 *) _____ km			
3. Expenses for overnight stay			
3. a Itemisation according to appendix € _____			
_____ less breakfast or of business package €4,80 € _____			
4. Daily allowance (Flate rate)			
4. a One-day travel allowance (when travel exceeds more than 8 hours) **) _____ 12,00 € € _____			
4. b Multi-day travels			
Day of arrival **) _____ 12,00 € € _____			
_____ Days with a minimum absence of 24 hours **) _____ 24,00 € € _____			
Day of departure **) _____ 12,00 € € _____			
4. c Reduction for complimentary meals			
_____ Number of complimentary lunches/dinners **) - _____ 9,60 € € _____			
5. Extras please enclose prove *)			
Telephone _____ € _____			
Taxi _____ € _____			
Public Transport _____ € _____			
Parking Fees _____ € _____			
Miscellaneous _____ € _____			
Less advances: _____ € _____			
<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div>		<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div>	
Place / Date	Signature of the Traveller		
Total sum EURO			
Please note: VAT has to be paid by the GDCh e. V. to the relevant fiscal authorities in Germany (§ 13b (2) UStG).			
Please transfer the money to my bank account:			
Recipient/Name _____			
Name of bank _____			
SWIFT BIC _____		IBAN _____	
Account number _____		Routing Number _____	
Amount received in cash _____			
		Date	Signature of the Recipient
Account	KST	KTR	executed through
Date	Date	Sign	
authorised /Date	EURO		

*) please ensure original receipts are attached (tickets, receipts, boarding cards etc.) p.t.o.

**) If meals are provided free of charge by or at the instigation of the GDCh, the daily allowance is to be reduced by €4.80 per breakfast and €9.60 per lunch or dinner. If abroad then by 20% or 40% of the daily allowance of a full calendar day. The reduction may not exceed the determined food allowance.

Clarifications and explanations can be made in the "Remarks" column on the reverse side.

