

Universität Ulm  
Dezernat III/Abt. III-1  
Personalservice  
Helmholtzstr. 16

89081 Ulm

## Travel Reimbursement Request

**Important!**

1. Please submit the travel reimbursement request as soon as possible after completion of your business trip.
2. Claims submitted later than **6 months** after completion of the trip will not be reimbursed (§3 Abs.5 LRKG).
3. Please submit the travel reimbursement request and the original copy of the supporting documents.

<b>Personal details</b>	Name, first name	
	Mail	Telephone (in case of queries)

<b>Address</b>	Private address
	Office/place of work

<b>Bank details</b>	I request	<input type="radio"/> Bank transfer	<input type="radio"/> Cash settlement (only in well-founded exceptions)
	Name and branch of bank:		
	BIC:	IBAN:	
	Or Account number		
	Account holder (unless identical with person submitting the request)		

<b>Type of journey</b>	Purpose of journey: <input type="radio"/> Business trip <input type="radio"/> Start of employment <input type="radio"/> Job interview
	Travel authorised on: <input type="radio"/> Travel mandated in writing by superior on

<b>Budget item</b>	funded program	funds center	third-party funded project number
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**Please note:**

1. Please give details of the schedule of journey as it actually happened (indicating calendar days and times of the day) separately (possibly as an attachment) and indicate the duration of each official business at each place and day of the journey.
2. Submit the original copies of the approved travel request and receipts of the expenses claimed.
3. Use of means of transport that are not regular public transport (e.g. taxis, hire car) must be justified.
4. Expenses exceeding the overnight accommodation allowance may only be reimbursed if the hotel bill is submitted and the choice of accommodation can be justified.
5. Extra expenses such as mailing costs and telephone, special luggage insurance, admission tickets and participation fees for professional conferences and exhibitions, visa fees, parking fees (where, in justified exceptions, a private car was used), etc., are reimbursable on submission of supporting proof.
6. With travel distances of up to 100 km (e.g. Ulm – Stuttgart), only the lowest class and cheapest train tickets may be reimbursed (usually 2nd class without ICE supplement)

I confirm the correctness of my entries and I agree that the account will first be sent to the secretariat! Date:

Factually correct:

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Signature of business traveller

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**Signature**  
Head of Department/Institute or Dean