

Do not fill in grey fields!

Applicant

Name, First Name

Institute

Project/group

Leader

Beamline/experiment

Eingang bei der
Reisekostenstelle

Datum/Handz.

Buchungsjahr

200

married

☐ yes ☐ no

own houshol

☐ yes ☐ no

Stamp of Home-Institute:

Means of transportation

train sleeper plane DESY- private* rail fellow-
car car account passenger

outward trip

return trip

Name of driver:

other participants on the trip:

1. Trip details

Outward trip

Date

Time

☐ from home
☐ from office

start:

scheduled time
of departure:

arrival:

start of business:

Return trip

Date

Time

end of business:

scheduled time
of departure:

arrival:

end:

☐ to home
☐ to office

2. Travel expenses

rail: € Class ☐ 1st ☐ 2nd

Supplements:

€

private car:

Names of
fellow-passengers:

km
 km
 km

Sleeper:

€

Flight:

€

| | | | |
|----|---|---|---|
| km | x | € | = |
| km | x | € | = |
| km | x | € | = |
| km | x | € | = |

3. Trips to and from station or airport

public transportation:

€ Taxi €

4. Accomodation expenses higher than lump-sum:

☐ yes ☐ no

5. Incidental expenses

€

*) additional details necessary (Page 4)

to 2., 3., 4. and 5.
Originals are to be attached

6. Tagegeld

Übernachtungsgeld

| | | | | |
|----------------------|--------------------------------|---|------------------------|---|
| <input type="text"/> | Tage | à | <input type="text"/> € | = |
| <input type="text"/> | Tage | à | <input type="text"/> € | = |
| <input type="text"/> | Tage | à | <input type="text"/> € | = |
| <input type="text"/> | Nächte | à | <input type="text"/> € | = |
| <input type="text"/> | Zuschuss zum Übernachtungsgeld | | | = |
| <input type="text"/> | x Trennungstagegeld | | | = |

Summe (Ziffer 2-6)

÷ Abzüge (Ziffer 7)

☐ Auszahlung

7. Deductions

cost-free meals/

accomodation: ☐ no ☐ yes

additional details
necessary (page 4)

subsidy by a third party: €

8. Payment

☐ cash or

bank account no.:

country, bankholder:

IBAN:

BIC of SWIFT Code:

The above details are correct
to the best of my knowledge:

Wörtlich:

Sachlich richtig und festgestellt / Datum:

Angewiesen:

Gesehen:

DESY-Unterschrift:



**Please fill in the name of
project leader and your
project No. !**



Do not

**forget the stamp
of your Home-
Institute**



The start of

**business and end of
businesss should
agree with the time in
the beamline
schedule.**



Please be

**sure to fill in your
IBAN!**



**Do not forget to sign the
statement**