

## Application for a business trip

**\*1 The traveller is informed that there is no health insurance coverage when traveling abroad. We recommend a contract for private foreign health insurance.**  
**\*2 The traveller is informed that the secondment certificate must be carried on all business trips abroad. (Certificate on the applicable legislation).**

Surname, first name	Department	Cost Centre
Destination (town, country)* <sup>1</sup>	Trip duration from	to
Reason for trip		
Co-traveller(s):	Deputising during the business trip:	
Planned means of transport (justification for use of private car or rental car)		
Are you a member of a frequent traveller scheme? (All associated benefits may only be used for business purposes)	Yes / No	
Are the travel expenses to be charged to third parties?	Yes / No	Name:
Notification of business trip abroad* <sup>2</sup>		Date:
The business trip will be combined with a holiday or private trip	Yes / No	Date:
Travel expenses advance	Yes / No	Amount (euro)
Date, Signature of business traveller	Date, Signature of superior	
.....	.....	

## Travel expenses claim

Trip duration	Datum	Time	Date	Time	
	from	..... / .....	to	..... / .....	
<i>Please list only travel expenses which have not already been paid by third parties or by caesar (e.g. via the caesar credit card)!</i>					
<b>Travel costs (original invoices)</b>					<b>Amount (euro)</b>
Plane					
Train					
Local public transport					
Taxi (with justification)					
Private - car (with justification)					
..... km X EUR 0.30					
<b>Accommodation costs (original invoices)</b>					<b>Amount (euro)</b>
Hotel (room charge)					
(incl. breakfast: Yes / No) ..... X EUR .....					
Private accommodation					
..... X EUR 20.00					
<b>Number of meals provided free of charge</b> (e.g. breakfast in the hotel, flight meals, seminar catering, invitation by host). Meals provided free of charge reduce the additional expenses for meals by 20% for breakfast, by 40% for lunch and dinner.					
Breakfast (dates) ..... X					
Lunch (dates) ..... X					
Dinner (dates) ..... X					
<b>Other incidental travel expenses</b> (e.g. parking fees, Internet access)					<b>Amount (euro)</b>
<i>I hereby confirm as required that the information I have given is correct. I have enclosed the original receipts. The tax liability for the reimbursement of expenses for accommodation and board is subject to the proviso that tax law provisions may be adjusted.</i>					
Place, date			Signature of business traveller		
.....			.....		