

## Settlement of travel expenses for persons without any employment status at the University of Innsbruck

last name, first name: \_\_\_\_\_

address of payee: \_\_\_\_\_

active civil servant at an austrian university:  yes  no

**if yes**, austrian social security number: \_\_\_\_\_

bank name: \_\_\_\_\_

address of bank: \_\_\_\_\_

IBAN: \_\_\_\_\_

BIC / Swift-Code: \_\_\_\_\_

begin of journey: Date: \_\_\_\_\_ Time: \_\_\_\_\_

end of journey: Date: \_\_\_\_\_ Time: \_\_\_\_\_

destination/ adress \_\_\_\_\_

purpose of travel: \_\_\_\_\_

visited unit of university of Innsbruck: \_\_\_\_\_

cost center _____	internal order _____	PSP-Element _____
„Kostenstelle“	„Innenauftrag“	
<b>Designation of reimbursement expenses</b>		<b>amount</b>
_____		_____
_____		_____
_____		_____
_____		_____
	Total:	_____

Please note, that

- All documented expenses have to be proven by original invoices!
- The payment of kilometre allowances is possible, if **(please tick the box)**
  - Transport of the following heavy or bulky goods: \_\_\_\_\_
  - Unreachability of the destination with public transfer
  - Business or private necessity in exceptional cases for the following reason: \_\_\_\_\_
  - Significant time saving at distances less than 200 km (car journey takes longer than 30 minutes and the travel time is reduced by half, compared to other means of transport. The evidence has to be documented by Google maps.
- Flights within Austria and the following destinations cannot be refunded: Switzerland, Munich, Frankfurt, Stuttgart, Strasburg, Venice, Milan, Torino und Genova
- The settlement of costs must be submitted within 6 months beginning from the end of journey
- **With the payment order, the order for the internal climate contribution booking (“Klimabeitragsbuchung”) takes place as well.**
- **Alternative charge for the climate contribution (“Klimabeitrag”) shall be made on the following account: \_\_\_\_\_**

Name of signatory	Date	signature
applicant (please in clearly legible characters)		
Authorized signatory (please in clearly legible characters)		
Authorized signatory für “Klimabeitrag”		

**to fill in by Finanzabteilung**

Kein DV     Kein freies DV     Kein PDV     Kein WV     Prüfung durch: \_\_\_\_\_