

| A. Personal details  | E. Extra information  |
|--|---|
| <b>Name and initials</b> M/F (married women: state maiden name)  | This form can <b>only</b> be used for statements of expenses for public transport commuter travel. The most up-to-date information on allowances for commuter travel can be viewed on the internet page of directorate Human Resources (HR).<br><br>If you have <b>not</b> purchased the ticket or pass via the Service Desk of the Personnel department, you must include a copy of your annual ticket to qualify for a tax-free reimbursement. The total amount only qualifies for a tax-free reimbursement if <b>all</b> tickets have been included.<br><br>If you have completed part <b>B</b> , you also approve the withholdings of the costs, non-recurring or in monthly instalments, from your salary. |
| Street and number:   |   |
| Postal code and Town:  |   |
| Faculty / Service department: Tel. work:   |   |
| Employment: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary  |   |
| Expenses relate to period from: ..... to .....   |   |
| <b>B. OV (public transport) annual season (zoned) ticket/pass (submit when collecting the ticket/pass from the Service Desk of the Personnel department)</b>   |   |
| Hereby I declare the costs of my season ticket for commuter travel as from.....<br>.....<br>As a rule, I travel <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 days per week.<br><br><input type="checkbox"/> NS annual season ticket ( <i>NS-jaarkaart</i> ) <input type="checkbox"/> first class <input type="checkbox"/> second class <input type="checkbox"/> OV (public transport) pass ( <i>OV-jaarkaart</i> ) <input type="checkbox"/> first class <input type="checkbox"/> second class <input type="checkbox"/> NS annual zoned travel pass ( <i>NS jaartrajectkaart</i> ) <input type="checkbox"/> first class <input type="checkbox"/> second class |   |
| <b>C. OV (public transport) monthly season (zoned) ticket or other transport tickets (send form and tickets to Service Desk of the Personnel dept.)</b>  |   |
| As a rule, I commute: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 days per week by public transport. The total of this statement of expenses is: € .....  |   |
| <b>D. Amount of allowance and signature:</b>   |   |
| Is entitled to: <input type="checkbox"/> 75% of the costs of 1 <sup>st</sup> class <input type="checkbox"/> 100% of the costs of 2 <sup>nd</sup> class <input type="checkbox"/> differently, namely .....<br><br>Salary costs debited to OFI number<br><br>Company no. Project no. Cost type Only fill in the OFI number if company and project number differ from nos. on which regular salary charges are booked.  |   |
| The above statement of expenses has been approved by the faculty/service department administrator. .... signature administrator date   |   |
| The above statement of expenses has been approved by the staff member. .... signature staff member date  |   |

Expenses sheet commuter travel SPPS 01\_2007