

Directorate Human Resources Expenses sheet travel expenses public transport couter travel Please return to, Service Desk (Spiegel floor 5)	
A. Personal details	E. Extra information
Name and initials M/F (married women: state maiden name)	This form can only 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 the directorate Human Resources. If you have not purchased the ticket or pass via the Service Desk of the directorate Human Resources, 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 all tickets have been included. If you have completed part 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. OV (public transport) annual season (zoned) ticket/pass (submit when collecting the ticket/pass from the Service Desk)	
Hereby I declare the costs of my season ticket for commuter travel as from..... 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. <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	
C. OV (public transport) monthly season (zoned) ticket or other transport tickets (send form and tickets to Service Desk.	
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: €	
D. Amount of allowance and signature:	
Is entitled to: <input type="checkbox"/> 75% of the costs of 1 st class <input type="checkbox"/> 100% of the costs of 2 nd class <input type="checkbox"/> differently, namely Salary costs debited to OFI number 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	