

Personnel department (PA&O)



Expenses sheet travel expenses public transport commuter travel

Please return to Personnel department, Service Desk (BB-building, room 517)

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 Personnel dept. (PA&O).					
Street and number:							
Postal code and Town:							
Faculty / Service department:			If you have not 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.				
Employment: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary							
Expenses relate to period from: to		The total amount only qualifies for a tax-free reimbursement if all tickets have been included.					
B. OV (public transport) annual season (zoned) ticket/pass (submit when collecting the ticket/pass from the Service Desk of the Personnel department)							
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 of the Personnel dept.)		The total amount only qualifies for a tax-free reimbursement if all tickets have been included.					
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:		The total amount only qualifies for a tax-free reimbursement if all tickets have been included.					
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 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Company no. type</th> <th style="width: 33%;">Project no.</th> <th style="width: 33%;">Cost</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> </td> <td></td> <td></td> </tr> </tbody> </table>			Company no. type	Project no.	Cost		
Company no. type	Project no.	Cost					
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		If you have completed part B , you also approve the withholdings of the costs, non-recurring or in monthly instalments, from your salary.					
The above statement of expenses has been approved by the staff member. signature staff member date							