



Cost Declaration (Non-UT employee)

1. Personal information

Name and initials _____

Address _____

Postal code /city _____

IBAN/ account number _____

Faculty or service department _____

Email address _____

2. Travel information

Departure point _____

Destination _____

Purpose of visit _____

Date of outward and return journey _____

Regular work location departure time / return time _____

3. Costs

Private transport		Public transport	
Number of kilometres (at € 0,19) _____ x € 0,19 = € _____		Costs € _____	
Accommodation expenses		Other expenses	
_____ € _____		_____ € _____	
_____ € _____		_____ € _____	
_____ € _____ +		_____ € _____ +	
Total accommodation expenses € _____		Total other expenses € _____	

4. CODING

Project	Ledger account	Entry text	Amount
_____	_____	_____	€ _____
_____	_____	_____	€ _____
_____	_____	_____	€ _____ +
Total			€ _____

5. SIGNATURE

Date _____ Date _____

Signature of declarant

Signature of budget manager

If you have any questions, please contact your faculty's of service department's financial team.