**Reisekostenabrechnung**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LBV-Pers.Nr.: | | |  | | | | | | | | | Studiengang: | | | | |  | | | | | | | | |
| Geburtsdatum: | | |  | | | | | | | | | Kurs: | | | | |  | | | | | | | | |
|  | | |  | | | | | | | | |  | | | | |  | | | | | | | | |
| **Bankverbindung** | | |  | | | | | | | | | Zeitraum: | | | | |  | | | | | | | | |
| Bankname: | | | Halbjahr: | | | | |  | | | | | | | | |
| IBAN: | | |  | | | | | | | | | Unit: | | | | |  | | | | | | | | |
| BIC: | | |  | | | | | | | | |  | | | | |  | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | | | | | | | |
| **Stundennachweis** | | | | **Reisekostenabrechnung** | | | | | | | | | | | | | | | | | | | | **interne Berechnung-**  **wird von DHBW ausgefüllt** | |
| **Datum** | | **Zahl der**  **der Lehrveranstal-tungsstd.** | | **Hinfahrt** | | | | | **Lehrveranstaltung/**  **Prüfung** | | | | | **Rückfahrt** | | | **Fahrt-**  **Kosten**  (Belege!) | | | **Wegstrecken**  (Hin-u. Rückfahrt) | | **Neben-**  **Kosten**  (Belege!) | |
| Reisebeginn | | | | | Beginn | | Ende | | | Reiseende | | | **km** | |
| Wo?\* | | | Uhrzeit | | Uhrzeit | | Uhrzeit | | | Wo?\* | | Uhrzeit |  | | |  | |  | | **TG** | **ÜG** |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
|  | |  | | A | W | |  | |  | |  | | | A | W |  |  | | |  | |  | |  |  |
| **Summe** | | \*A = Arbeits-/ Dienststelle | | | | | | W = Wohnung | | | | | | | | |  | | |  | |  | |  |  |
| Die oben aufgeführten Auslagen sind für die Fahrten zu den Lehrveranstaltungen entstanden. | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Für die Berechnung der Reisekosten relevante Angaben:** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.** | **Wo arbeiten Sie hauptberuflich?**  **(Unternehmen/ Straße/ Ort)** | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **2.** | **Wo hielten Sie die Lehrveranstaltungen/**  **Prüfungen ab?** | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **3.** | **Waren Sie an den o. g. Tagen vor oder nach der**  **Lehrveranstaltungen an Ihrem Arbeitsplatz?** | | | | | | | | | ☐ nein | | | | | | | | ☐ Homeoffice | | | | | | | |
| ☐ ja, am: | | | | | | | | | | | | | | | |
| **4.** | **Hatten Sie noch andere Lehrveranstaltungen/**  **Prüfungen an o. g. Tagen an der DHBW** | | | | | | | | | ☐ nein | | | | | | | | | | | | | | | |
| ☐ ja, am: | | | | | | | |  | | | | | | | |
| 1. **Benutztes Beförderungsmittel:** | | | | | | | | | | ☐ KfZ | | | | | | | | | ☐ Bahn/ ÖPNV | | | | | | |
| ☐ Fahrrad/ E-Bike/ Pedelec | | | | | | | | | ☐ Sonstiges: | | | | | | |
|  | | | | | | | | | | **Begründung:** | | | | | | | | |  | | | | | | |
|  | | | | | | | | | |  | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Berechnung der Reisekosten – WIRD VON DER DHBW AUSGEFÜLLT** | | | | | | | | | | | | | | | | | | | | | **EURO** | | **CENT** | | |
| **1.** | **Fahrtkosten** | | | | | | | | | | | | | | | | | | | |  | |  | | |
| **2.** | **Wegstreckenentschädigung** | | | | | km zu | | | | | | | Cent | | | | | | | |  | |  | | |
| **3.** | Nebenkosten | | | | | | | | | | | | | | | | | | | |  | |  | | |
| **4.** | Tagegeld | | | | | Tage zu | | | | | | | Euro | | | | | | | |  | |  | | |
| **5.** | Übernachtungsgeld für | | | | | Nächte zu | | | | | | | Euro | | | | | | | |  | |  | | |
| **Rechnerisch richtig (ausschließlich Stundennachweis)** | | | | | | | | | | | | | **Summe der Auszahlung:** | | | | | | | |  | |  | | |