**Abrechnung von Dienstreisen**

**für die eine allgemeine Dienstreisegenehmigung vorliegt**

(Nur für eintägige Reisen, bei mehrtägigen Reisen verwenden sie bitte die Seiten 1 + 3 das Formular „Dienstreiseantrag“ mit dem Vermerk das eine allgemeine Genehmigung vorliegt.)

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| Name, Vorname |       | IBAN: |       |
| Anschrift |       | BIC: |       |
| Kostenstelle |       | Bank: |       |
|  |  |[ ]  Bankverbindung bereits bekannt |
|  |
| **ReisezielZweck der Reise** | **Beginnder Reise** | **BeginnDienstgeschäft** | **EndeDienstgeschäft** | **Ende der Reise** | **KM / FahrtkostenÖPNV** | **WeitereKosten€** | **Mitnahme von Bediensteten/ Schwerbehinderung des Dienstreisenden (mind. 50%)Unentgeltliche Verpflegung** |
|  | **Tag, Monat,Jahr** | **Uhr-zeit** | **Ort** | **Tag,Monat,Jahr** | **Uhr-zeit** | **Tag, Monat,Jahr** | **Uhr-zeit** | **Tag, Monat,Jahr** | **Uhr-zeit** | **Ort** |  |  |  |
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Ich versichere pflichtgemäß die Richtigkeit und Vollständigkeit meiner Angaben

Datum / Unterschrift Unterschrift Kostenstellenverantwortliche/r