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| ***Hier bitte nur die schattierten Felder ausfüllen*** | | | | | | | | | | | **Auszahlungsanordnung für** | | | | | | | | | | | | | | | | | | |  |  | |  | | | | | | | |  |  | Beleg-Nr. | | |
|  | | | | | | | | | | | **Reisekosten** | | | | | | | | | | | | | | | | | | |  |  | |  | | | | | | | |  |  |  | | |
| Universität Regensburg | | | | | | | | | | | **An die Staatsoberkasse Bayern**  **in Landshut** | | | | | | | | | | | | | | | | | | |  |  | |  | | | | | | | |  |  | TL-Nr. | | |
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| 07 Empfänger (Name, Vorname) -27- | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Org.-Stammnummer (s.Gehaltsabrechnung) | | | | | | | | | | | 08 Straße, Haus-Nr. -20- | | | | | | | | | | | | | | | 09 Postleitzahl, Ort -20- | | | | | | | | | | | | | | | | | | | |
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| 11 Kurzbezeichnung des Kreditinstituts | | | | | | | | | | | 12 BIC | | | | | | | | | | | | | | | 13 IBAN | | | | | | | | | | | | | | | | | | | |
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| 01 **Buchungsstelle (bzw. Projekt-Nr.)** | | | | | | | | | | | 02 Anordnungsstellen-Nr. -13- | | | | | | | | | | | | | | | 05 Betrag (EUR) | | | | | | | | | | | | | 10 Art der Zahlung | | | | | | |
|  | | | | | | | | | | | 152101-2 | | | | | | | | | | | | | | |  | | | | | | | | | | | | | 1 = bar  2 = postbar 5 = Verrechnung | | | | | | |
| 14 Verwendungszweck für Empfänger -27- | | | | | | | | | | | 04 HÜL-A Nr. -5- | | | | | | | | Namensz. | | | | | | | 21 Verrechnungsbetrag -13- | | | | | | | | | | | | | | | | | | | |
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| 22 Abschlags-Schl. | | | | 1 = 1. Abschl.-Zahlung | | | | | | | 03 Abschlags-Nr. -7- | | | | | | | | | | | | | | | 23 Summe der abger. Abschl.z. (EUR) | | | | | | | | | | | | | | | | | | | |
|  | | | | 2 = weitere Abschl.-Zahlung  9 = Schlußzahlung | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Haushaltsjahr | | 15 Fällig am | | | | | | | | | Betrag von Summe 5 in Worten | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
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| ***nur von der berechnenden Stelle auszufüllen***  Berechnung der Reisekostenvergütung und Begründung der Ausgabe (VV Nr. 10 zu Art. 70 BayHO):  Tagegeld für eintägige Dienstreisen/Fortbildungsreisen \_\_\_\_\_\_\_\_\_\_ Tag(e) zu \_\_\_\_\_\_\_\_\_\_ EUR  Tagegeld für mehrtägige Dienstreisen/Fortbildungsreisen \_\_\_\_\_\_\_\_\_\_ Tage zu \_\_\_\_\_\_\_\_\_\_ EUR  Tagegeld für mehrtägige Dienstreisen/Fortbildungsreisen \_\_\_\_\_\_\_\_\_\_ Tage zu \_\_\_\_\_\_\_\_\_\_ EUR  Tagegeld für mehrtägige Dienstreisen/Fortbildungsreisen \_\_\_\_\_\_\_\_\_\_ Tage zu \_\_\_\_\_\_\_\_\_\_ EUR  Übernachtungsgeld lt. Beleg ohne Frühstück \_\_\_\_\_\_\_\_\_\_ Nächte zu \_\_\_\_\_\_\_\_\_\_ EUR  Übernachtungsgeld pauschal \_\_\_\_\_\_\_\_\_\_ Nächte zu \_\_\_\_\_\_\_\_\_\_ EUR  Fahrkosten  Wegstreckenentschädigung \_\_\_\_\_\_\_\_\_\_ km zu \_\_\_\_\_\_\_\_\_\_ EUR  Mitnahmeentschädigung \_\_\_\_\_\_\_\_\_\_ km zu \_\_\_\_\_\_\_\_\_\_ EUR  Nebenkosten \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  EUR | | | | | | | | | | | |
| Summe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR | | | | | | | | | | | |
| Ab: Zuwendungen von dritter Seite (Art. 3 Abs. 3 BayRKG) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_ v. H. des Trennungstagegeldes \_\_\_\_\_\_\_\_\_\_\_ EUR für folgende Tage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Abschlag vom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **noch auszuzahlen /** wiedereinzuziehen (rot) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** EUR  EUR | | | | | | | | | | | |
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| Sachlich richtig - und - rechnerisch richtig  Regensburg, den ........................... ............................................................. | | | | | | | | | | | | | | | | | | | | | | **Prüfungsvermerk** (VV Nr. 12.4/Art. 79 BayHO):  1. Geprüft  2. Auszuzahlen / zu verrechnen mit | | | | | | | | | | | | | | | | | | | | | | | |
| Unterschrift (VV Nrn. 11-19 u. 20.1.2/Art. 70 BayHO) | | | | | | | | | | | | | | | | | | | | | |  | | | Bh | | | | Buchungsstelle | | | | | | | | | | | ASt-Nr. | | | | | |
| Der Betrag ist, wie oben angegeben, auszuzahlen und zu buchen. Betriebsmittel stehen, soweit | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | |  | | | | | | | | | | |  | | | | | |
| erforderlich, zur Verfügung (VV Nr. 6.2 bzw. 8 zu Art. 43 BayHO). | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | |  | | | | | | | | | | |  | | | | | |
| Regensburg, den ..................... | | | | | | | | | | | | | | | | | | | | | |  | | | *\** | | | |  | | | | | | | | | | |  | | | | | |
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| ........................................................  Unterschrift des Anordnungsbefugten | | | | | | | | | | | | | | | | | | | | | | *\*Ggf. Fortsetzung auf der Rückseite* | | | | | | | | | | | | | | | | | | | | | | | |
| **Betrag erhalten**  in bar | | | | | | | | **Bescheinigung** (VV Nr. 48 zu 70 BayHO): | | | | | | | | | | | | | | Eingangsstempel der Kasse | | | | | | | | | | | | | | | | | | | | | | | |
| durch Scheck der ............................ | | | | | | | | Ausgezahlt durch | | | | | | | | | 1. Verrechnung 2. Lastschrifteinzug | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | |  | | | | | | | | | Überweisung | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| .................................................................  Ort, Datum, Unterschrift | | | | | | | | am ................................ | | | | | | | | | Kreditinstitut  ................................ | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Zahlstellenbuch Nr. ........................ | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Titelverzeichnis Nr. ........................ | | | | | | | | Unterschrift: ................................ | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| **Antrag auf Erstattung der Reisekosten** (ggf. Beiblatt verwenden) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Vor- und Zuname** | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Eigener Hausstand (Wohnung mit Kochgelegenheit, die zur Zubereitung warmer Mahlzeiten benutzt wird und mit eigenen Möbeln sowie sonstigen Haushaltsgegenständen ausgestattet ist): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ja | | | | | | | | | | nein | | | | | | |
| Trennungsgeld wurde mir bewilligt mit Schreiben vom | | | | | | | | | | | | | | |  | | | | | für die Zeit vom | | | | | |  | | | | | | | | | | | bis | |  | | | | | | | |
| I. Anreise | | | | | | | | | Tagegeld für  a) eintägige Dienstreisen  b) eintägige Fortb.Reisen  c) mehrtägige Dienstreisen  d) mehrtägige Fortb.-Reisen  e) Verzicht auf TG | | | | | | Übernachtung  über 60/90 €  immer mit  Begründung | | | | | Fahrkosten  a) Bez.Klasse  b) Fahrkarten, Fahrschein, Flugschein  c) Zuschlag  d) Bettkarte  e) Platzkarte  f) Sonstiges | | | | | | Wegstrecken-entschädigunga) Pkw aus  triftigem Gr.  b) Pkw ohne  triftigem Gr.  c) Zahl der Mit-  reisenden  d) Km je Mit-  reisendem | | | | | | | | | | | | Nebenkosten  (Art der Neben-kosten);  notwendige Begründungen unter Punkt **VI** ergänzen | | | | | | | | |
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| um | |  | | | |
| von der | | | | | Wohnung  Dienststelle | | | |
| Verkehrsmittel | | | | |  | | | |
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|  | | | nach | |  | | | |
| II. Aufenthalt am Geschäftsort | | | | | | | | |
| Beginn des Dienstgeschäfts | | | am | |  | | | |  | | | | | | Euro | | | | | Euro | | | | | | Km | | | | | | | | | | | | Euro | | | | | | | | |
| um | |  | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
| Ende des Dienstgeschäfts | | | am | |  | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
| um | |  | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
| Fahrkosten am Geschäftsort für die gesamte Dauer des Aufenthaltes: | | | | | Privat-Kfz | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
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| III. Rückreise | | | | | | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
| Rückreise | | | am | |  | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
| um | |  | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
| Verkehrsmittel | | | | |  | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
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|  | | | nach | |  | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
| Ankunft an der | | | | | Wohnung  Dienststelle | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
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| um | | **Uhr** | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
| Summe | | | | | | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
| IV. Auslandsreise | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | Ort, Datum und Uhrzeit der einzelnen Grenzübertritte/Landungen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hinreise: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rückreise: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| V. Zuwendungen (auch bei Verzicht von Tagegeld ausfüllen)! | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Im Zusammenhang mit dieser Reise erhielt ich | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fahrkostenerstattung | | | | | | | nein | | | | | | | ja, in Höhe von | | | | | | | |  | | | für | | | |  | | | | | | | | | | | | | | | | | |
| kostenlose Übernachtung | | | | | | | nein | | | | | | | ja, | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| unentgeltliche Verpflegung | | | | | | | Frühstück | | | | | | | nein | | | | | ja, am/vom | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mittag | | | | | | | nein | | | | | ja, am/vom | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Abend | | | | | | | nein | | | | | ja, am/vom | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mahlzeiten im Flugzeug | | | | | | | Frühstück | | | | | | | nein | | | | | ja, am/vom | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mittag | | | | | | | nein | | | | | ja, am/vom | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Abend | | | | | | | nein | | | | | ja, am/vom | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| in Tagungsgebühr enthalten | | | | | | | Übernachtung | | | | | | | nein | | | | | ja, am/vom | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Frühstück | | | | | | | nein | | | | | ja, am/vom | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mittag | | | | | | | nein | | | | | ja, am/vom | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Abend | | | | | | | nein | | | | | ja, am/vom | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **VI. Begründungen jeglicher Art (ggf. auf gesondertem Blatt erläutern):** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Ich habe einen Abschlag erhalten: | | | | | | | | | | | ○ nein | | | | | | | ○ ja , und zwar in Höhe von Euro | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| Ich versichere pflichtgemäß die Richtigkeit der Angaben und bitte um Zahlung auf oben genanntes Konto. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Regensburg,den** | | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ort,Datum | | | | | | | | | | | | | | | | Unterschrift | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |