Surname and first name of the employee. Business trip order number

**Statement of circumstances**

**affecting the amount of business trip costs**

|  |  |  |
| --- | --- | --- |
| Title of receivable | Domestic trip | Trip abroad |
| Number of days for which you are entitled to lump sums for local transport at the place of delegation | ………….. | ………….. |
| Number of meals provided during the trip, including those included in conference fees etc. and provided free of charge:   * breakfast (including included in the hotel price) * lunches * dinners | …………..  …………..  ………….. | …………..  …………..  ………….. |
| Accommodation:   * according to bill * according to lump sums * provided, including free of charge or as part of the conference fee, etc. | …………..  …………..  ………….. | …………..  …………..  ………….. |
| Foreign commuting allowance for travel from and to the station, airport, etc. - 1 lump sum in each town where accommodation is available: - travel from the station, airport, etc.  - transfer to the station, airport , etc |  | …………..  ………….. |

Date …………………………………….

(employee signature)