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)