

Reisekostenabrechnung

Name :

Wohnort :

Buchstelle :

Monat:

Bank :

BIC:

Mitarbeiter-Nr. :

IBAN:

| Datum | ABFAHRT ANKUNFT | REISEWEG NAME U. ORT D. MANDANTEN TÄTIGKEIT | Verpflegung v. AG übernommen (wenn ja ,dann "X") | Verpflegungs- pauschale -- € | DIENT- KM MIT PRIVAT-PKW | SONSTIGES UND FAHRTKOSTEN |
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Kostenrechnung:

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|------------------|--------------------------|--------|--------|--|--|---------------|
| Spalte 4 | Dienstgang | | | | | 0,00 € |
| Spalte 5 | Dienst- km Privatwagen | 0 km x | 0,30 € | | | 0,00 € |
| Spalte 6 | Sonstiges u. Fahrtkosten | | | | | 0,00 € |
| Ausgaben: | | | | | | 0,00 € |

Ich versichere, daß die Angaben richtig sind.
 Sachlich richtig
Zur Zahlung angewiesen

(Ort, Datum) _____

(Mitarbeiter) _____ (Vorgesetzter) _____

| | | | | | |
|--------------------|---|--|-------|-----------|--------|
| Kontierung: | Dieser Bereich wird nicht vom Mitarbeiter ausgefüllt. | | Konto | Kostenst. | Betrag |
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