**[A5] Reisekostenvoranschlag**

*I. persönliche Daten*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Anrede |  |  | Titel (optional) |  |  |
|  | Vorname: |  |  | Nachname: |  |  |
|  |  |  |  |  |  |  |
|  | Reisezeit von: |  |  | bis: |  |  |
|  | Reiseziel: |  |  | Projekt: |  |  |
|  | Reisezweck: |  | | | |  |

*II. Kostenaufstellung*

|  |  |  |  |
| --- | --- | --- | --- |
| Fahrtkosten | |  | |
| Übernachtungskosten | |  | |
| Tagegeld | |  | |
| Tagungsgebühr | |  | |
| weitere |  |  | |
|  |  |  | |
|  |  |  | |
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|  |  |  |  |
| Summe | | 0,00 € |  |
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| Ort, Datum | Unterschrift |