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| ***Auf der Vorderseite nur die schattierten Felder ausfüllen*** | | | | | | **Auszahlungsanordnung für** | | | | | | |  |  |  | | | |  |  | Beleg-Nr. |
| Anordnende Stelle (vollständige Anschrift) | | | | | | **Reisekosten** | | | | | | |  |  | *Eingangs-*  *stempel* | | | |  |  |  |
|  | | | | | | **An die Staatsoberkasse Bayern**  **in Landshut** | | | | | | |  |  | *der ZUV* | | | |  |  | TL-Nr. |
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| 07 Empfänger (NAME, Vorname) -27- | | | | | | E-Mail-Adresse bzw. Telefonnummer für Rückfragen | | | | | | | | | | | | | | | |
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| Geschäftsnummer LfF (siehe Gehaltsabrechnung) | | | | | | 08 Straße, Haus-Nr. -20- | | | | | 09 Postleitzahl, Ort -20- | | | | | | | | | | |
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| 11 Kurzbezeichnung des Kreditinstituts | | | | | | 12 Bankleitzahl -8- | | | | | 13 Konto-Nr. -10- | | | | | | | | | | |
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| 01 Buchungsstelle -21- | | 02 Anordnungsstellen-Nr. | | | | 01 a Kostenart | | Kostenstelle | | | 05 Betrag (EUR) | | | | | | 10 Art der Zahlung | | | | |
|  | |  | | | |  | |  | | |  | | | | | | 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 (ab 1.000 EUR) | | | | | | | | | | | | | | | |
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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 Dienst-/Fortbildungs-/Vorstellungsreisen \_\_\_\_\_\_\_\_\_\_ Tag(e) zu \_\_\_\_\_\_\_\_\_\_ EUR  Tagegeld für mehrtägige Dienst-/Fortbildungs-/Vorstellungsreisen \_\_\_\_\_\_\_\_\_\_ Tage zu \_\_\_\_\_\_\_\_\_\_ EUR  Tagegeld für mehrtägige Dienst-/Fortbildungs-/Vorstellungsreisen \_\_\_\_\_\_\_\_\_\_ Tage zu \_\_\_\_\_\_\_\_\_\_ EUR  Tagegeld für mehrtägige Dienst-/Fortbildungs-/Vorstellungsreisen \_\_\_\_\_\_\_\_\_\_ Tage zu \_\_\_\_\_\_\_\_\_\_ EUR  Übernachtungsgeld lt. Beleg ohne Frühstück \_\_\_\_\_\_\_\_\_\_  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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Abschlag / bereits bezahlt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **noch auszuzahlen /** wiedereinzuziehen (rot) | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** EUR  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** EUR  EUR | | | | | |
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| Sachlich richtig - und - rechnerisch richtig  Erlangen / Nürnberg, 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). | | | | | | | | |  |  | |  | | | | | |  | | | |
| Erlangen/Nürnberg, 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 | |  Verrechnung   Lastschrifteinzug | |  | | | | | | | | | | | | |
|  | | | | |  | |  Überweisung | |  | | | | | | | | | | | | |
| .................................................................  Ort, Datum, Unterschrift | | | | | am ................................ | | Kreditinstitut  ................................ | |  | | | | | | | | | | | | |
| Zahlstellenbuch Nr. ........................ | | | | |  | | | |  | | | | | | | | | | | | |
| Titelverzeichnis Nr. ........................ | | | | | Unterschrift: ................................ | | | |  | | | | | | | | | | | | |

***Nur vollständig ausgefüllte Anträge können bearbeitet werden! Die schattierten Felder auf der Vorderseite müssen auch ausgefüllt werden! Der Anspruch auf Reisekostenvergütung erlischt, wenn er nicht innerhalb von 6 Monaten geltend gemacht wird (Art. 3 Abs. 5 BayRKG).***

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| Reisekostenabrechnung | | | | | | | | | | | | | *(bitte* ***mit******allen Originalbelegen*** *und der* ***Original-Dienstreisegenehmigung*** *einreichen)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Anreise** ab Wohnung/Dienststelle/ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | mit  Bahn  eig. PKW  Flug | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
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| Ankunft am | | | |  | | | | | | um | | | |  | | | | | | Uhr | | | | | | | | (Bei mehreren Dienstorten bitte formloses Beiblatt beifügen). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| bei Auslandsreisen: Grenzübertritt oder Landung am 1. Flughafen des Ziellandes am | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | um | | | | | |  | | | Uhr | | | | | |
| Beginn des Dienstgeschäfts am **Geschäftsort** (Datum) am: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | um | | | | | |  | | | | | | | | | | | | Uhr | | | | | |
| Ende des Dienstgeschäfts am **Geschäftsort** (Datum) am: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | um | | | | | |  | | | | | | | | | | | | Uhr | | | | | |
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| **Rückreise** nach | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | mit  Bahn  eig. PKW  Flug | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
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| **1 a.** **Tagegeld** | | | | | |  | | | | | | | privater Aufenthalt | | | | | | | | | | | | | | | |  | | | | | | | | Tage | | | | | | | | Verzicht auf Tagegeld | | | | | | | | | | | | | | | | | | | | | |
| ***nur bei Auslandsreisen****:* War Kantinenessen möglich?  ja  nein | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **1 b. Unentgeltliche Verpflegung**  (Bitte Datum eintragen und entsprechendes ankreuzen): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| vom bis bzw. am | | | | | | | | | | | | Früh | | | Mittag | | Abend | | | | | | | | in Teilnahmegeb. enth. | | | | | | | | | | | | | | | Von der Beschäftigungsstelle gebucht. | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **2. Übernachtungskosten** | | | | | | | | | | | bereits bezahlt von: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Anzahl der Nächte mit Übernachtungsgeld: | | | | | | | | | |  | | | | | | | | | | | | | | Pauschale bzw. | | | | | | | | | | | | | | Rechnungsbeleg: | | | | | | | | | | | | | | |  | | | | | | | | | | | EUR | | |
| Begründung für höhere Hotelkosten, falls | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | Frühstück war **nicht** in Rechnung enthalten | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| diese die Übernachtungssätze überschreiten: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Übernachtung in der eigenen Wohnung **(auch Zweitwohnsitz)** am: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unentgeltliche Übernachtung (z.B. Einladung Projektpartner) am: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **3. Fahrtkosten (triftige Gründe für die Benutzung des privaten Kfz sind nochmals anzugeben!)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Miet-Kfz: | |  | | | | | | | | | | | | | | | EUR | | | | | | | | | | | | | Sonstiges Verkehrsmittel: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | EUR | | | | | | |
| Flug: | |  | | | | | | | | | | | | | | | EUR | | | | | | Begründung Business Class: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Privates Fahrzeug: | | | | | | | | Kfz  Motorrad  Moped  Fahrrad | | | | | | | | | | | | | | | | | | | | | | | | | | | | gefahrene **km:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| triftige Gründe für die Benutzung des privaten Kfz: (auch bei der Fahrt zum Flughafen): | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Mitnahmeentschädigung:** im eigenen Kfz mitgenommene Dienstreisende *(****nur Beschäftigte des Freistaates Bayern****):* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **4.** **Nebenkosten** *Benutzung Taxi und Kauf BahnCard bitte begründen; dienstliche Nutzung Telefon/Internet bitte angeben. Gegebenenfalls Beiblatt beifügen. Bitte auch eintragen wenn vom Lehrstuhl vorab bezahlt.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Haben Sie einen **Abschlag** erhalten? (Kopie der Auszahlung) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Ja, in Höhe von | | | | | | | | | | | |  | | | | | | | | | | € | | nein | | | | | | | |
| Wurden **Kosten** **direkt von der Dienststelle** bezahlt? (Belege!) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Ja, in Höhe von | | | | | | | | | | | |  | | | | | | | | | | € | | nein | | | | | | | |
| Ich versichere pflichtgemäß die Richtigkeit meiner Angaben. Die angegebenen Auslagen sind mir tatsächlich entstanden.  Erlangen/Nürnberg, den  ........................................................................................................  Unterschrift | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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