

# TRAVELING and REIMBURSEMENT



## before traveling

The yellow box must be filled out and signed by an authorised person before booking travels

Name:	.....
Date of trip:	from..... to.....
Destination:	.....
Reason for trip:	.....
Credit:	.....must be filled by the leader
Signature:	.....



## after traveling

reimbursement request must be handed in within 2 weeks

Travel costs	Platform	SBBBusinessManager	Reimb.request	GA
Train	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flight	<input type="checkbox"/>		<input type="checkbox"/>	
Hotel	<input type="checkbox"/>		<input type="checkbox"/>	
Car	<input type="checkbox"/>		<input type="checkbox"/>	
Meals (how many).....	breakfast	.....	lunch	.....dinner
other costs (with receipt)				