**Reisekostenabrechnung**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Anlage Kilometeraufstellung und Reisekosten** | | | | | | | | | | | | |
| **Firma** | | | |  | | | | | | | | |
| **Jahr** | | | |  | | | | | | | | |
|  | | | | | | | | | | | | |
| **1. Fahrtkosten – Kilometeraufstellung** | | | | | | | | | | | | |
| gefahrene Kilometer: | | | |  | | km | x | 0,30 | € | = |  | € |
|  | | | | | | | | | | | | |
| **2. Verpflegungskosten** | | | | | | | | | | | | |
| **Reisedauer** | | | | | | **Tage** | **x** | **Pauschalsatz** | |  |  | |
| **für Deutschland** | | | | | | | | | | | | |
| mind. | 8 Std. | , | aber weniger als 14 Std. | | |  | x | 6 | € | = |  | € |
| mind. | 14 Std. | , | aber weniger als 24 Std. | | |  | x | 12 | € | = |  | € |
| mind. | 24 Std. |  |  | | |  | x | 24 | € | = |  | € |
| **für Ausland** | | | | | | | | | | | | |
|  | | | | | |  | x |  | € | = |  | € |
|  | | | | | | | | | | | | |
| Die Berechnungsnachweise sind als Anlage beigefügt. | | | | | | | | | | | | |
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| Datum | | | | |  | Unterschrift | | | | | | |