

Travel Expense Report



Thank you for the personal interview in our office in Krailing. We were delighted to meet you. In order to be able to reimburse you for your travel expenses, we would like to ask you to send us the completed document and all other documents (original receipts, tickets) via E-mail to: Recruiting@eos.info

Personal Data Surname: _____ First name: _____ Position: _____ Address Street: _____ Postal code : _____ City: _____	
Visit Date: _____ Time: _____	
Bank Account account holder: _____ Bank Name/ City: _____ Account number: _____ Sort code: _____	
Travel Expenses Please only fill in the fields that are relevant for your travel expenses. Please also attach all receipts (scanned or originals). If you are traveling to Krailing from abroad, please clarify your estimated travel expenses with our HR department beforehand.	
Travel by train For your journey by train, we will only reimburse 2nd class tickets. Kommentar: _____	_____ €
Travel by car For your journey by car we will reimburse 0,30€/km for the first 230km and 0,12€/km for all further kilometers. Total distance: _____ km	_____ €
Hotel Overnight stays can be approved in special cases. Comment: _____	_____ €
Others This includes tickets for public transport, parking tickets etc. Taxi costs will be reimbursed if the use of public transport is a disproportionate effort. Comment: _____	_____ €
Notice: Please note that costs for meals, self-caused cancellation fees or other expenses will not be reimbursed.	
Total refundable amount:	_____ €

Thank you for listing your travel expenses. We will process your request as soon as possible.
Our accounting department will do the transfer in the coming weeks.
If you have any further questions, please don't hesitate to contact us via E-Mail: Recruiting@eos.info