

| Reisezeit | | | | | | | | Reiseziel | | Verpflegung | | | | | | Fahrtkosten | | | | | Übernachtung | | Einzelnachweis (Belege) | | | | | | | | |
|------------|-----------|--------------|-------------------------------------|-------------------------------------|--------|-------|-------------------------------------|-----------|--------------------------------------|----------------------|--------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------|--------------------------------|---|--------|---------------|--------------------|---------------------------------|-------------------------------------|-------------------------------------|----------------|-------|----------------|----------------|-------------------|--|-----|--|
| Reisetag * | Wochentag | Reisedauer * | An- od. Abreise | Zwischenstag | Beginn | Ende | Plausibilitätsprüfung | | Dauer | Reiseziel und Anlass | Land * | Verpflegungs- pauschale | Früh- stück enthalten | Mittag- essen enthalten | Abend- essen enthalten | Kürzung für Mahl- zeiten | Zu ver- steuernde Sach- bezüge | Flug | Bahn/ ÖPNV | Mietwagen/ Taxi | Gesamt- strecke priv. PKW | Kilometer- geld | Privatüber- nachtung | Pau- schale | Hotel | Bewir- tung | Sons- tiges | Gesamt- betrag | Davon vom Unter- nehmen bezahlt | | |
| Datum | Auswahl | | hh:mm | | hh:mm | hh:mm | Details ggf. auf Extrablatt | | Auswahl | EUR | | EUR | | EUR | | EUR | | EUR | | km | | EUR | | EUR | | EUR | | EUR | | EUR | |
| 26.02.2026 | Do | eintägig | <input type="checkbox"/> | <input type="checkbox"/> | 8:15 | 15:45 | <input checked="" type="checkbox"/> | 7:30 | Aufbau Messestand in Frankfurt | Deutschland | - | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | - | 6,94 | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| 28.02.2026 | Sa | eintägig | <input type="checkbox"/> | <input type="checkbox"/> | 8:00 | 17:30 | <input checked="" type="checkbox"/> | 9:30 | Filialbesuch, Freiburg | Deutschland | 14,00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | 124,50 | - | | - | <input type="checkbox"/> | - | - | - | 45,30 | - | 183,80 | 169,80 | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| 07.02.2026 | Sa | eintägig | <input type="checkbox"/> | <input type="checkbox"/> | 7:30 | 18:45 | <input checked="" type="checkbox"/> | 11:15 | Lieferantentreffen Stuttgart | Deutschland | 14,00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | 14,00 | - | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| 18.03.2026 | Mi | mehrtägig | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | | Lieferanten Meeting, Warschau | POL Warschau | 27,00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 24,00 | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | 148,81 | - | 12,14 | 163,95 | - | |
| 19.03.2026 | Do | mehrtägig | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | | Lieferanten Meeting, Warschau | POL Warschau | 27,00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8,00 | - | - | - | - | - | 285 | 85,50 | <input type="checkbox"/> | - | - | - | 16,96 | 121,46 | 16,96 | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| 19.03.2026 | Do | mehrtägig | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | | Messebesuch, Stockholm | Schweden | 44,00 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 26,40 | - | - | - | - | - | | - | <input checked="" type="checkbox"/> | 140,00 | - | - | 16,96 | 174,56 | 16,96 | | |
| 20.03.2026 | Fr | mehrtägig | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | Messebesuch, Stockholm | Schweden | 66,00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 39,60 | - | - | 142,94 | - | | - | <input checked="" type="checkbox"/> | 140,00 | - | - | - | - | 309,34 | 142,94 | | |
| 21.03.2026 | Sa | mehrtägig | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | | Messebesuch, Stockholm | Schweden | 44,00 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 26,40 | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | 17,60 | - | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| 11.04.2026 | Sa | mehrtägig | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | | Sydney Anreise von Frankfurt a.M. | Deutschland | 14,00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | 85,00 | | - | <input type="checkbox"/> | - | - | - | - | - | 99,00 | - | | |
| 12.04.2026 | So | mehrtägig | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | Sydney Anreise | Österreich | 50,00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | 50,00 | - | | |
| 13.04.2026 | Mo | mehrtägig | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | Sydney Anreise | AUS Sydney | 57,00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 34,20 | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | 22,80 | - | | |
| 14.04.2026 | Di | mehrtägig | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | Aufenthalt in Sydney (Abwesenh. 24h) | AUS Sydney | 57,00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | 57,00 | - | | |
| 15.04.2026 | Mi | mehrtägig | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | | Aufenthalt in Sydney (Abwesenh. 24h) | AUS Sydney | 38,00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | 38,00 | - | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - | - | - | - | - | | - | <input type="checkbox"/> | - | - | - | - | - | - | - | - | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | - | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |

Reisekostenabrechnung - Belege

* = Pflichtfelder

| Mitarbeiter: Rainer Reisemann | | | | Firma: X-ample GmbH | | | | | | |
|-------------------------------|-----------|--|-------------------|-------------------------|-----------|----------------------|-------------------|------------------|--------|----------------------|
| Personal-Nr.: D-1234 | | | | Kostenstelle: KST465_23 | | | | | | |
| Datum der Reise * | Beleg-Nr. | Beschreibung * | Kostenzuordnung * | USt-Satz | Währung * | Wechselkurs (FX/EUR) | Betrag * | Vom Unt. bezahlt | Betrag | Enthaltene Vorsteuer |
| Auswahl | Text | Text | Auswahl | Auswahl | Kürzel | # | in Eingabewährung | J/N | in EUR | in EUR |
| 19.03.2026 | | Messebesuch, Stockholm, Schweden | Sonstiges | 19,0% | SEK | 10,31890 | 175,00 | Ja | 16,96 | 2,71 |
| 20.03.2026 | | Messebesuch, Stockholm, Schweden | Bahn/ÖPNV | 7,0% | SEK | 10,31890 | 1.475,00 | Ja | 142,94 | 9,35 |
| | | | | | | | | | - | - |
| 11.04.2026 | | Termin Australien | Mietwagen/Taxi | 16,0% | EUR | | 85,00 | | 85,00 | 11,72 |
| | | | | | | | | | - | - |
| 18.03.2026 | | Lieferanten Meeting, Warschau | Hotel | 0,0% | PLN | 4,61154 | 686,25 | | 148,81 | - |
| 18.03.2026 | | Lieferanten Meeting, Warschau - Parkgebühren | Sonstiges | 0,0% | PLN | 4,61154 | 56,00 | | 12,14 | - |
| | | | | | | | | | - | - |
| 28.02.2026 | | Filialbesuch, Freiburg | Bahn/ÖPNV | 19,0% | EUR | | 124,50 | Ja | 124,50 | 19,88 |
| 28.02.2026 | | Filialbesuch, Freiburg | Bewirtung | 19,0% | EUR | | 45,30 | Ja | 45,30 | 7,23 |
| * = Pflichtfelder | | | | | | | Summe (in EUR) | 329,70 | 575,65 | 50,89 |