**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Z**eitraum:** von \_\_\_\_\_\_\_ bis \_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| **Tag** | **Reiseziel / Anlaß** | **Dauer**  **von - bis** | **Verpflegung**  **pauschal** | **Übernacht.**  **pauschal** | **km-Geld** | **Nebenkosten**  **(Beleg)** |
| 1 |  |  |  |  |  |  |
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| 30 |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |
|  | **Summen:** |  |  |  |  |  |

**Gesamtbetrag:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Abrechnung erstellt geprüft / Zahlungsanweisung