**Formblatt:**

**7-11 Reisekosten - Abrechnung Seite:**

Änd.-Nr. 0 1 von 1

**Name:** **Zeitraum:** von bis

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tag** | **Reiseziel / Anlaß** | **Dauer**  **von - bis** | **Verpflegung**  **pauschal** | **Übernacht.**  **pauschal** | **km-Geld** | **Nebenkosten**  **(Beleg)** |
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| 31 |  |  |  |  |  |  |
|  | **Summen:** |  |  |  |  |  |
|  |  | Vorsteuer | 13,1 % | 13,1 % | 8,7 % | 16,0 % |

**Gesamtbetrag:**

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

Abrechnung erstellt / Betrag erhalten geprüft / Zahlungsanweisung