

Application to transfer (reassign) travel costs

Division
1.1
Area
“Business accounting including asset accounts”

Sender

Faculty / Unit:

Contact person:

Room:

Tel.:

Email:

I hereby request the following transfer (reassignment) of business travel costs:

Invoices:

Processing comments Div. 1.1

Credit

Document no.	Accounting	Object	G/L account no.	Amount (gross)
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Debit

Document no.	Accounting	Object	G/L account no.	Amount (gross)
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This transfer of travel costs complies with the financial regulations of the relevant accounting objects. If in doubt please contact the office responsible for managing the funds.

Reason for transfer:

A copy of the original travel expense report must be attached!

Paderborn, _____ signature of person responsible for budget

Print name:

To be completed by Department 1:

Document numbers:

Debit:

Items offset: