



Travel Expense Report

Please send to this e-mail address:

I have attended the event stated below and request reimbursement of the travelling expenses which I have incurred pursuant to the Bundesreisekostengesetz (German Travel Expenses Act).

Title of the event

Personal data

Surname, forename

Telephone number in case of queries

Home address (also secondary residence, if appropriate)

Organisation/employer

I act as speaker/consultant (only in the case of public service staff)

in connection with my main activity

as a secondary activity approved by the service

Travel data

Outward journey from (place)

to (venue)

Departure (date)

at (hour)

Arrival (date)

at (hour)

Beginning of the event

Date

Time

End of the event

Date

Time

Return journey from (venue)

to

Departure on (date)

at (hour)

Arrival (date)

at (hour)

Has border crossing from/into Germany occurred?

Border crossing outward journey

Border crossing return journey

Date

Time

Date

Time

The mission was linked to a private mission (please explain the itinerary)

Subsistence costs

Provided free of charge were*

Lodging		Breakfast		Lunch		Dinner	
on/from	until	on/from	until	on/from	until	on/from	until
The hotel		was booked by the BLE		was booked by myself			
I have stayed in private accommodation*				on/from		until	

Requirements for the location-based price cap have been taken into account; If not, justification for higher costs

Transport costs

Train ticket/air ticket was provided to me

Yes

no

Journey to the event venue

Train ticket/air ticket	€	seat reservation	€	supplements	€
private car*					
Outward journey		return journey		parking costs at the venue*	
					€

Commuting from the place of residence and the airport

Local public transport	€		Taxi*	€
private car*	km	Parking costs at the airport/railway station*		€

Notes (for detailed information you may use an extra sheet):

Bank account for bank transfer

Fore-and surname
of the account holder

IBAN

Credit institution/
place

BIC

I dutifully declare that all information I have provided is correct and complete.
I have incurred the expenses stated. The original supporting documents have been enclosed.

Place, date

Signature

For electronic delivery of the travel expense notice in pdf format, we need a personalized (not a functional!) e-mail address. The notice will be sent to this address.

Data privacy notice

Information requirements when personal data is collected in accordance with Art. 13 (1) of the EU General Data Protection Regulation (GDPR) by the Travel Department in the Federal Office for Agriculture and Food (BLE)

We process the personal data of business travellers from the sphere of the Federal Ministry for Food and Agriculture (BMEL) and of external guests to fulfil our statutory obligations. This includes data that you provide to us. In order to explain the data processing and your rights to you and to comply with our obligations to provide information, we would like to inform you about the following facts:

Contact details of the controller

Federal Office for Agriculture and Food
Department 215/Travel Expenses Deichmanns Aue 29
53179 Bonn

Contact details of the data protection officer at the Federal Office for Agriculture and Food (BLE)

You can reach the BLE's official data protection officer via the following contact details:

Federal Office for Agriculture and Food
Deichmanns Aue 29
53179 Bonn
Tel.: +49 (0)228 6845-3340
E-mail address: datenschutz@ble.de

Purpose and legal basis for the processing of personal data

The data is processed to handle your travel authorisation requests in accordance with the German Federal Travel Expenses Act (BRKG), the Public Service Collective Agreement (TVöD), the German Federal Staff Representation Act (BPersVG), the regulation on the travel subsidy for interview trips, the guidelines for the compensation of the members of advisory boards, committees, commissions and similar institutions in the area of the federal government and in accordance with pledges in an individual case (e.g. on the basis of a contractual obligation).

Recipients or categories of recipients of personal data

You shall inform us of your personnel data (name, address, bank details) when you make your claim for reimbursement. This data shall be recorded by us in the BLE's central master data management system (ZESTA) and then used to create your user profile in the "SMS-Reise AntragAuf" (TMS workflow) software from the company Stiewi from Aachen. In addition, we shall record any existing BahnCards and the necessary means of identification (e.g. ID card or passport) in the travel profile in this software. In the individual case, you shall record your movement data in the claim for reimbursement according to your respective journey.

After the end of your trip, the claim for reimbursement shall be forwarded to the competent clearing centre. Your claim data cannot be accessed by unauthorised third parties.

In the next step, your personnel and movement data shall be accessed by an internal auditor who must be involved according to rules that are stored in the system, as well as an office that initiates the payment, in addition to the competent person who settles your claim. The travel expenses shall be paid into your bank account via the Bundeskasse Trier.

The specialist application "SMS-Reise" shall be operated by the Federal Office for Agriculture and Food.

Storage period

The storage of your personnel and movement data in the “SMS-Reise AntragAuf” (TMS workflow) specialist application from the company Stiewi from Aachen shall be based on budgetary requirements (VV-ZBR BHO in conjunction with BestMaVB-HKR), the requirements of civil service law (Section 113 II BBG), the requirements of tax law (Section 147 German Fiscal Code) and, for trips financed from EU funds, the requirements of EU law. With regard to your personnel data, the minimum and normal storage period shall be 10 years after the expiry of the year in which the processing of your last trip was completed. The movement data associated with your trip shall be deleted on a transaction basis after the expiry of the aforementioned period.

The following data subject rights exist

Your rights with regard to the use by us of data relating to you essentially stem from GDPR and from the [German Federal Data Protection Act](#) (BDSG).

According to these, you have the following rights with respect to the personal data relating to you:

- The right of access (cf. Art. 15 GDPR and Section 34 BDSG)
- The right to rectification (cf. Art. 16 GDPR)
- The right to erasure (“right to be forgotten”, cf. Art. 17 GDPR and Section 35 BDSG)
- The right to restriction of processing (cf. Art. 18 GDPR and Section 35 BDSG)
- The right to object (cf. Art. 21 (1) GDPR and Section 36 BDSG)
- The right to data portability (cf. Art. 20 (1) GDPR)

If you have granted your consent to the use of data, you can revoke this at any time (cf. Art. 7 (3) GDPR).

Please send all requests for information, requests for access or objections to data processing by e-mail to reisekosten@ble.de.

Right to lodge a complaint with a supervisory authority

You also have the right to lodge a complaint with a data protection supervisory authority if you believe that we have flouted the provisions of data protection law in the collection, processing or use of your personal data. The supervisory authority responsible for us is:

The Federal Commissioner for Data Protection
and the Freedom of Information
Husarenstrasse 30
53117 Bonn

The necessity for the collection, processing and forwarding of personal data

Without the provision of your personnel and movement data, no travel funds can be provided for you before your trip and travel-related costs that you have incurred cannot be settled after the end of the trip.