

**Travel expenses can only be reimbursed if applied within 6 months after the end of the business trip. Otherwise, advanced payments must be paid back.**

## Application for approval of

business travel     training/education *(in part work related)*     travel by external parties *(non-employees)*

### 1. Personal details

Name, surname

Staff-ID

Place of employment:

Department

employed as

Institute/Unit

FU-App.:

Address

E-Mail:

Only for external parties:

home address

priv. telephone:

### 2. Travel details

from

to

Destination(s)

Reason for traveling

*(please attach invitation, program or other document)*

Work at business location *(Date, time)*

Start

End

Is the trip connected with a private stay or vacation?

No

Yes *(please include cost comparison!)*

### 3. Means of transportation

Train     Bus     Company car

Travel with

Airplane

Rental car

Reasoning for use of airplane/travel by car

Use of private vehicle

mileage compensation (0,20 €/Km; max. 130,00 €)

Reasoning

increased compensation for use of private vehicle

*(please explain separately in detail, see point 4.3 of the travel policy)*

### 4. Travel costs

Travel allowance

*(the trip is mandatory for business reasons)*

Travel costs are waived

ATravel costs are waived **in part** for

Transport

Accommodation

daily allowance

up to Euros

Estimated costs *(arrival, departure, accommodation, registration fees und additional costs)* in Euros:

lump sum refund up to a max. of 60% *(training/education, in part work related)*

Travel costs will be refunded by a third party

estimated amount in Euros

### 5. Declaration regarding lectures/courses

My lectures/courses will not be affected by the business trip *(neither substitution, postponement nor cancellation)*

A substitution for my class is required. The Dean has been informed.

I hereby declare that the information provided here is complete and accurate. The trip is not mainly for personal reasons.

I will receive a fee or additional remuneration for this trip.

Yes     No

The trip is related to an advert/secondary employment that is subject to approval.

Yes     No

I hereby confirm the official need of this trip. The funds are available. The trip should be approved as applied for.

Financing through:  
*(project number/suspense account)*

Additional information:

\_\_\_\_\_  
Date, signature of traveler

\_\_\_\_\_  
Date, Signature of the person responsible

\_\_\_\_\_  
Date, Signature of the Department/  
Dean's office

Responsible body, Stamp

### Return to applicant

**The trip** to \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

- has been approved as business trip** (for the duration of the business activity)       **has been approved as training/course** (partly business interest)
- has been duly noted** (for non-employees)       **has been rejected** (see attached justification)

**with**     train     bus     airplane     company car

Use of private vehicle

There is **no acknowledged business-related interest** in the use of a privately owned vehicle in this case. The mileage reimbursement allowance is

0.20€ per kilometer, up to a maximum limit of 130.00 € for the whole trip. The amount of reimbursement is limited to the cost of the lowest class of regularly scheduled transportation. No liability will be assumed for property damage.

There is an **acknowledged business-related interest** in the use of a privately owned vehicle in this case. The mileage reimbursement is 0.20€ per kilometer, up to a maximum limit of 130.00 € for the whole trip. No liability will be assumed for property damage.

There is an **acknowledged substantial business-related interest** in the use of a privately owned vehicle. The mileage reimbursement is 0.30€ per kilometer.

Rental car

There is no compelling reason for the use of a rental car. The costs will not be assumed.

The expenses for the use of a rental car will be reimbursed.

with travel allowance       with lump sum refund (training/education, in part work related) to the amount of \_\_\_\_\_ Euros

without travel costs       the travel allowance is limited to max. \_\_\_\_\_ Euro       lump sum payment (in compliance with grant agreement)

additional information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of approving body

### Please note the following:

Travel expenses and travel costs are based on the Bundesreisekostengesetz (BRKG) and § 77 Landesbeamtengesetz (LBG), provided no deviations were made by the third party funder.

Reimbursement for travel expenses can only be granted if you submit a written application to the Personnel Department IA (Reisekostenstelle) **within an exclusion period of six months**. The time limit starts as of the day after the date the business trip is completed.

For all business trips that are associated with vacation of more than five working days, the only costs of ticket prices that are eligible for reimbursement are those incurred for the completion of the business activity.