

**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 trip    ☐ training/course *(partly business interest)*    ☐ trip for non-employees

### 1. Personal details

Name, surname

Staff-ID

Place of employment:

Department

employed as

Institute/Unit

FU-App.:

Address

E-Mail:

Only for non-employees:

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 airplane/travel 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/courses with partly business interest)

☐ 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*

☐ Other information

Date, signature of traveler

Date, Signature of the person responsible

Date, Signature of the Fachbereich/  
Dekanat

Genehmigende Stelle, Stempel

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

☐ Nutzung des eigenen Kfz

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/courses with partly business interest) to the amount of Euros

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

☐ Other 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.