

Application for Approval of Business Travel

!!! Please submit this application to the appropriate body for approval (also see Sec. 4.2 of the Business Travel Guidelines) !!!:

Personnel Department - I A -

Head of the following department / central institute / central service: _____

Project manager (person responsible for cost center) for the following project or spokesperson for the following CRC: _____

1 Reimbursement applied for (opinion, see p. 2)

Without reimbursement for travel expenses

With reimbursement of travel expenses (only valid for travels under figure 3.1 of the FU-Richtlinien from 21.11.2006)

With travel expense allowance funded through:

External funding

Budgetary resources (including performance/target agreement/appointment/research commission/matching funding, innovation fund, ect.)

2 Personal information

First and last name Jane Doe	Employed as (Employee, scholarship recipient, ...)	Other relationship with FUB (e.g., teaching assignment, staff member, with Privatlienstvertrag) <input type="checkbox"/>
Home address Full address, including postal code	Staff ID number (required) 12345	
Employment location (department, central institute, central service, other employment site, address) FB XY, Arnimallee XY	FU-App. (phone): Home tel: e-mail address: jane.d@fu-berlin.de	

3 Information on business

Travel destination	Country Germany	City/town Musterhausen
Duration of travel	Start 1.1.15	End 5.1.15
Beginning of business activity	Date 1.1.15	Time 15:00
Estimated end of business activity	Date 5.1.15	Time 12:00
Purpose of travel Conference <small>Please select</small>	Reason for business activity Attending conference XYZ <small>>>> Please attach program, invitation, etc.</small>	

4 Association with personal travel

No Yes ▶ Vacation destination/where you will be staying _____ Start _____ End _____

5 Mode of transportation (please check all that apply)

Rail Air Rental car Privately owned car Official vehicle Taxi Ship

The reasons for the need to travel by air/privately owned car/rental car/taxi are as follows: (N.B.: Costs will not be reimbursed if you do not list the reasons.)

6 Estimated costs

Airfare/ticket prices ²⁾	<u>100</u>	<input type="checkbox"/> None
Costs of accommodations	<u>200</u>	<input type="checkbox"/> None
Conference fees	<u>170</u>	<input type="checkbox"/> None
Estimated incidental expenses ³⁾	<u>100</u>	<input type="checkbox"/> None
Less third-party contributions, if any		<input checked="" type="checkbox"/> None
Total	480,00 €	

7 Statement on courses

No courses affected No teaching obligation Classes not in session
 One or more courses affected >>> "Courses during Business Travel" form is attached

09.10.14 **Jane Doe**

Date, signature of business traveler

I state that the travel for which I am applying is not in connection with an ancillary activity or other employment and that I am not pursuing this travel primarily for personal reasons. I additionally affirm the accuracy of the information I have provided.

Continued on reverse

1) For example, type of event, research project, partnership project, etc

2) In the case of travel with Deutsche Bahn AG, the major customer discount (Großkundenrabatt) must be applied. Please see the travel expense office for information.

3) For example, payments made and received, shipping of luggage, hotel reservation fees, admission prices, visa fees, mandatory vaccinations required by the destination country.

This is filled out by your supervisor

Supervisor's opinion:

I approve the business travel: Yes No
It is exclusively in a business-related interest Yes No

It's almost never exclusively in a business-related interest

5.10.14 **PROF X**
Date, signature

This is filled out by US

Opinion of the department/central institute/central service/other employment site:

Reasons This travel is necessary for the following reasons:

[Empty box for reasons]

(Detailed reasons are required. Please enclose a detailed statement if applicable.)

Additional travel participants:

Travel financed by means of:

_____/_____/_____/_____
Fund (in case of external funding: project number) /finance item / cost center (PSP-Element pilot's areas)

Please fill out for all travel funded through an allowance or external funding:

Travel granted an allowance from department/central institute funds:
The travel applied for is approved. Pursuant to Sec. II of the Budgetary Rules dated June 13, 2006, the following allowance is granted:

_____ €

Travel financed through external funding ▶▶ Name of project manager:

- 1. Funding for business travel is available Yes No
- 2. According to the party providing funding, billing is as per BRKG rates Yes No
- 3. In case of any billing provisions to the contrary, please indicate the party providing funding: _____

The guidelines are already on hand are attached

Date

Signature(s): Department / Central Institute / Central Service / Division

Plus, for all travel financed through external funding, the project manager's signature