

Applications for the reimbursement of travel expenses must be submitted within six months after the end of the trip. After six months, reimbursement is no longer possible, and any advance payments must also be refunded in full.

Application for Approval of

Business travel

Training / Education-Related
Travel (*partially work related*)

Travel by External
Parties (*non-employees*)

First name, last name

Employee ID no.

Department/Divison

Status

Phone

Work Unit

Civil servants only: Pension
insurance no.(if known)

Adress

E-Mail

**Non-employees
only**

Home address

Phone

2. Travel Information

from

to

Business activity (date, time)

Start

End

Destination(s)

Purpose of travel
(*please attach
invitation/program*)

Is the trip connected with a private stay or vacation?

No

Yes, from

to

Please include a price comparison!

3. Transportation

Train

Bus

Company car

Ferry

Carpool with

Airplane

Rental car

Reason for travel by airplane/rental car

Private vehicle

Compensation (*0,20 €/Km; max. 130,00 €*)

Reason

increased compensation rate
(please explain separately and in detail)

4. Travel Expenses

Travel allowance

(*the trip is mandatory for work-related reasons*)

Travel allowance is waived

Travel allowance is waived

Travel

Accomodation (*also lump sum payment
for private accomodation*)

per diem

Registration fees

Estimated costs (*arrival, departure, accomdation, registration fees and additional costs*)

Euro

Lump sum reimbursement, max. 60 percent (*in the case of "training/
education-related travel partially work-related"*)

Reimbursment by other parties (for third-party funding)

estimated reimbursement of Euro

5. Declaration regarding lectures/courses

My lectures/courses will not be affected by the business trip
(substition, postponement or cancellation is not necessary)

I need a substitute for my classes or need to postpone them.
The desn's office has been informed.

I guarantee that the information provided is accurate and complete to the best of my knowledge.

I will be receiving payment or compensation for the official business I am conducting on this trip

Yes

No

The trip is connected to secondary employment activities that must be declared or approved.is subject to approval

Yes

No

I hereby confirm that the trip is necessary for work-related reasons. Funding is available. The trip should be approved as appllied for.

Funding

(*Fonds, Kostenstelle, Finanzposition*)

Additional information

Signature of cost center manager

also signature of the supervisor

or

Signature of person traveling

Signature of supervisor

Signature of Department / Dean

Responsible unit

Return to applicant

The trip to _____ from _____ to _____

has been approved as a business travel *(for the duration of the business activity)*

has been approved as education-related travel

has been duly noted *(for non-employees)*

has not been approved *(see attached justification)*

with train bus airplane company car

Private vehicle

There is **no official reason** that justifies the use of a privately owned vehicle in this case. The mileage compensation allowance is 0.20 euros per kilometer, up to a maximum limit of 130.00 euros for the whole trip. The amount of compensation is limited to the cost of the lowest class of regularly scheduled transportation. No liability will be assumed for property damage.

There is a **justifiable, official reason** to use a privately owned vehicle in this case. The mileage compensation is 0.20 euros per kilometer, up to a maximum limit of 130.00 euros for the whole trip. No liability will be assumed for property damage.

There is a **justifiable, official reason** to use a privately owned vehicle at the increased compensation rate in this case. The mileage compensation is 0.30 euros per kilometer.

Rental car

There is no compelling reason to use a rental car. Therefore, the costs will not be reimbursed.

The cost for hiring a rental car (economy mid-range segment) will be reimbursed.

with travel allowance	lump sum refund <i>(training/education related travel)</i>	to the amount of	Euro
without travel allowance	the travel allowance is limited to max.	euros	lump sum payment <i>(as per funding allocation guidelines)</i>

Other

Signature of approving body

Please note:

Travel expenses and travel grants are paid out based on the German Travel Expenses Act (Bundesreisekostengesetz, BRKG) in conjunction with Section 77 of the State Civil Servants Act (Landesbeamtengesetz, LBG), provided no agreements were made to the contrary by the party allocating funds.

Reimbursement for travel expenses can only be granted by submitting a written application to the Travel Team within Division I. Applications for the reimbursement of travel expenses must be submitted within six months after the end of the trip, counted from the day after the business travel is completed.

For all business travel carried out in connection with a vacation of more than five working days, the only costs of ticket prices eligible for reimbursement are those incurred for the completion of the business activity.