

Forms for (business) travel: Which box should I choose?

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. 100,00 €)

Reasoning: _____

increased compensation for use of private vehicle (please specify separately in detail, see point 4.3 of the travel policy)

4. Travel costs

Travel allowance (the trip is mandatory for business reasons)
 lump sum refund up to a max. of 60% (training/education, in part work-related)

Travel costs are waived
 Travel costs will be refunded by a third party

A Travel costs are waived in part for
 Transport
 Accommodation
 daily allowance
 up to Euros: _____

Transport
 Accommodation
 daily allowance
 up to Euros: _____

Estimated costs (arrival, departure, accommodation, registration fees and additional costs) 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

I am employed by Freie Universität Berlin (FU).

I receive a scholarship from FU, or work for a different institution.

add your Personal details

add all Travel details

Please do not include daily allowances (Tagegeld) in your estimate,

Please sign by yourself.

Please ask your manager for signature.

It's meant as an unofficial guide: Final decisions and rules are made by the travel department (Reisekostenstelle) only.