

Application for conducting travel by non-TU personnel

To II RK 01

via V C _____ (in case of third party funding)

via the Faculty Administration (when funded from the budget)

I. Personal Details Last name, first name _____ Home address _____ Zip code _____ Phone _____ E-mail _____ I am employed at _____ as _____ Date of birth _____ Tax identification number _____	II. Anticipated Costs Flying or travelling _____ € <input type="checkbox"/> none Accommodation _____ € <input type="checkbox"/> none Conference fees _____ € <input type="checkbox"/> none Less possible third party reimbursements _____ € <input type="checkbox"/> none <small>(third party funding and contributions not managed by the TUB)</small> Total _____ € <p style="text-align: right;"><i>Give the highest possible estimate.</i></p>
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Without this info your application cannot be processed!

III. Information on Travel
 Duration on/from _____ *Actual travel dates* _____ until _____
 Official business Starts on _____ at _____ Ends on _____ at _____
 Destination Country _____ Town _____
 Purpose of travel _____ *Name of conference/Summer /Winter School/ Workshop/ meeting* _____
(Program, please inclose invitation!)
IV. Modes of Transport (Please tick)
 Rail Air Ship Rental car Private car Company car Taxi
 Justification for using (rental) car/Taxi _____

V. Combining travel with vacation or private purposes
 no yes, place _____ from _____ until _____

VI. Reimbursement
 in full pro rata at _____ €

 Kostenstelle _____ Fonds _____ Sachkonto _____
 PSP-Element _____ Sachkonto _____

DO NOT FILL IN

 Advance payment requested to account IBAN: _____ **Don't forget your IBAN** _____ BIC _____

I declare that for the journey in this application no costs other than those stated above are being reimbursed and that it is not undertaken for primarily personal reasons. I further affirm the correctness of the information provided..

This date must precede your departure date

You sign here

 Date _____ Signature _____

Not to be filled in by applicant!

1. Statement and approval of supervisor
 Date _____
 Secr. _____ Phone _____
 This travel is necessary and funding is available for the following reimbursements:
 pro rata at _____ € or _____ %
 accord. to BRKG: yes no
 including per diem: yes no
 Car rental/Taxi: yes no
 Use of car: short distance (€0.20 per km, max. 130 €)
 long distance

2. Might need to be approved by VC (only in case of third party funding)
U.R.
 II RK _____
 to VC _____
 m.d.B.u. statement if there are special regulations for the above project.
 no, thus calculation according to BRKG
 yes, namely as follows: _____

 Signature VC _____
3. Advance payment by II RK
 a. Amount of advance
 HÜL no. _____ ab an UK _____ Festst. _____
 b. Wv in expense account
 I.A. _____