

Application for official travel

- To the Faculty Administration _____
 To the President of the TUB - II RK 01 - (ZUV - and ZE - members)

I. Personal Details

Last name, first name _____
 Employee number _____
 Faculty/dept. _____ Phone _____
 Secr. _____ E-mail _____
 Home address (primary residence): _____

 I am employed at the TUB as _____
 temporarily until _____, long-term.

II. Anticipated Costs

Flying or travelling _____ € none
 Accommodation _____ € none
 Conference fees _____ € none
 Less possible third reimbursements _____ € none
(third party funding and contributions not managed by the TUB)
 Total _____ €

III. Information on Travel

Duration on/from _____ until _____
Official business Starts on _____ at _____ Finishes on _____ at _____
Destination Country _____ Town _____
Purpose of travel _____
(Program, please enclose invitation!)

IV. Modes of Transport (Please tick)

- Rail Air Ship Rental car Company car
 Private car cat. I (distance bonus €0,20/km, max. €130, no liability of employer for damages to private vehicle)
 Private car cat II (considerable work-related interest)

Justification for using (rented) car _____

V. Using the travel as vacation or for private purposes

no yes, place _____ from _____ until _____

VI. Reimbursement

none in full pro rata at € _____ or _____ %
 Funding agency reimburses travel at flat rate no yes (funding agency _____)
 Kostenstelle _____ Fonds _____ Sachkonto _____
 PSP-Element _____ Sachkonto _____

Advance payment requested to account IBAN: _____ BIC _____

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

 Date, signature

Not to be filled in by the applicant!

1. Statement by the supervisor (GD, project manager, etc.)
 The official travel is necessary and approved; funding is available:
 yes no
 Reimbursement:
 none in full pro rata at € _____ or _____ %

 Date, signature, fac./inst./dept. – office initial

2. Approval of Official Travel

 Date _____
 Fac./inst./dept. – office initial _____ Phone _____
 The Travel in this application is **approved**: yes no
 Reimbursement:
 none in full pro rata at € _____ or _____ %
Use of rental car
 Recognition of valid reason: yes no
Use of car
 Cat. I: yes no
 Cat. II (Recogn. of consid. work-rel. interest): yes no

 Signature

3. Advance payment by II RK

a. Amount of advance _____ €
 HÜL no. _____ ab an UK _____ Festst. _____
 b. Wv bei Abrechnung
 I. A.