

# 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)

<b>I. Personal Details</b> Last name, first name _____ Home address _____ Zip code _____ Phone _____ E-mail _____ I am employed at _____ as _____ Date of birth _____ Tax identification number _____	<b>II. Anticipated Costs</b> 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 _____ €
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**III. Information on Travel**  
 Duration on/from \_\_\_\_\_ until \_\_\_\_\_  
 Official business Starts on \_\_\_\_\_ at \_\_\_\_\_ Ends on \_\_\_\_\_ at \_\_\_\_\_  
 Destination Country \_\_\_\_\_ Town \_\_\_\_\_  
 Purpose of travel \_\_\_\_\_  
(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 \_\_\_\_\_

**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 and that it is not undertaken for primarily personal reasons. I further affirm the correctness of the information provided..

Date \_\_\_\_\_ Signature \_\_\_\_\_

<b>Not to be filled in by applicant!</b>	
<b>1. Statement and approval of supervisor</b>	
Date _____	Date _____
Secr. _____	Phone _____
This travel is necessary and funding is available for the following reimbursements:	
<input type="checkbox"/> pro rata at _____ €	or _____ %
accord. to BRKG: <input type="checkbox"/> yes <input type="checkbox"/> no	
including per diem: <input type="checkbox"/> yes <input type="checkbox"/> no	
Car rental/Taxi: <input type="checkbox"/> yes <input type="checkbox"/> no	
Use of car: <input type="checkbox"/> short distance (€0.20 per km, max. 130 €)	
<input type="checkbox"/> long distance (0.30 €)	

<b>2. Might need to be approved by VC (only in case of third party funding)</b>	
<b>U.R.</b>	
II RK _____	
to VC _____	
m.d.B.u. statement if there are special regulations for the above project.	
<input type="checkbox"/> NO, thus calculation according to BRKG	
<input type="checkbox"/> YES, namely as follows: _____	
Signature VC _____	
<b>3. Advance payment by II RK</b>	
a. Amount of advance	
HÜL no. _____	ab an UK _____ Festst. _____
b. Wv in expense account	
I.A. _____	