

Application for Business Trip

Please submit 14 days before departure! **If pre-payment is needed, please submit 4 weeks before departure!**

Application Business trip Trip for training

1. Applicant Permanent employees Student/research assistant Other

Last name: _____ First name: _____

Phone: _____ Email: _____

Cost unit: _____ or Project number: _____

Street: _____ Place of residence: _____

Other participants: _____

(individual application(s) required)

2. Destination (city, authority, institution): **3. Trip purpose:** (please include invitation)

4. Free room / board is: available not available partially available

4.a Costs covered by another party yes no

by: _____ in the amount of: _____ €

A holiday or other private journey is connected with the trip (§ 2 VO zu § 16 BRKG)

from-until _____ to _____ application for leave submitted on: _____ approved on: _____

5. Itinerary

	date	at	by SG staff
a) Start of travel <input type="checkbox"/> home <input type="checkbox"/> office <input type="checkbox"/> holiday location	_____	_____	time _____ € _____
b) Start of business [start of conference]	_____	_____	time _____ € _____
c) End of business	_____	_____	time _____ € _____
d) Return <input type="checkbox"/> home <input type="checkbox"/> office <input type="checkbox"/> holiday location	_____	_____	time _____ € _____

6. Costs

a) Mode of transport

	Train*)	Public transport*)	Plane*)	Company car	Own car**)	Car share*)	Estimated costs in Euros	by SG staff
Outward journey:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____ € _____
Return journey:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____ € _____

I have a Bahncard // weekly/monthly ticket // annual ticket

b) Estimated hotel / accommodation costs _____ € _____ €

c) Other costs [e.g. participation fees] _____ € _____ €

Total costs (Please remember to fill in the text box under 10 when total costs exceed €2,500.) _____ € _____ €

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Notes

1. Re Section 3 (2) BRKG
Reimbursement of travel expenses is only granted to the extent that expenses incurred by the employer and the duration of the mission were necessary to carry out the work.
2. Use of your own motor vehicle
The use of your own motor vehicle is solely the responsibility of the employee. Neither the acquiescence of use nor the recognition of valid cause is an official order to use this means of transport. I am aware that there is no property damage liability for the employer. If valid cause for the use of one's own motor vehicle has been acknowledged and if a service accident occurs, the reimbursement of the damage to property pursuant to § 32 BeamtVG is governed by the administrative procedure for this purpose and by the directives for equity compensation for damage to property. Reimbursement of property damage is limited to a maximum of € 332.00. If the use of regular means transport is arranged and the passenger nevertheless uses his own motor vehicle for personal reasons, a potential accident cannot occur "in the act of official duty"; the conditions for the granting of accident insurance (see § 31 BeamtVG) are not satisfied in such cases. A replacement for property damage is also excluded.
3. In the case of business travel, accident insurance is granted in accordance with Article 31 (1) of the BeamtVG (for civil servants) in the event of physical injury.
4. Employees as well as students are insured against accidents in the case of physical injury in accordance with § 2 para. 1 SGB VII.
5. Travel expenses must be submitted with all supporting documents within half a year (cut-off period pursuant to § 3 para. 1 BRKG) after the end of the trip.

7. I would like an advance payment. No Yes €
(only possible if the expected travel expenses exceed a total amount of € 200, - a maximum of 80%)

8. The following costs related to the trip should be paid directly:

- Train or plane ticket _____ €
 - Participation fees _____ €
 - Other _____ €

Please submit the original documents - upon receipt of the notification of the approval of the trip - for direct payment by the finance department.

9. I have read the explanatory notes.

I request: full business trip reimbursement subsidy within the scope of the excursion
 insurance cover without business trip reimbursement

City: _____ **X** _____
 Date: _____ Signature Business traveller

10. Comments

If the travel costs exceed €2,500, please share the following information with the university executive committee: What are the objectives of the business trip? What benefits do you expect? Please be as specific as possible.

_____ **X** _____ **X** _____
 Date: Dean signature [faculty resources] Project leader signature [project funds]