



**Application for approval of business travel**

Via **your supervisor** to the **approving office**  
(Faculty/Institute/Project head/central admin.)

**Important:** Submit your application at least **10 days prior to your business travel - in your own interest (insurance coverage!).**

**Family, given names; job title; phone no.; place of work (institute)**

**Destination**

**Purpose of travel** (for excursions, attach (prelim.) participant list:

**Personnel number:**

**Include invitation/program/confirmation of place/email! Is it attached?**

**Yes**       **No**, invitation by phone

Other **persons traveling with you (univ. employees; not guests):**

Colleagues traveling will also apply for reimb. of expenses. They may be listed on this form or submit **their own**

Start of travel Year: 20			travel/ absence:				Business/event				likely end			likely end			daily
day/m	time	from	day/month	time	day/mont	time	day/month	time	day/month	time	at	at	at	at	at	return?	
		<input type="checkbox"/> residence* <input type="checkbox"/> work place <input type="checkbox"/>														<input type="checkbox"/> Yes <input type="checkbox"/> No	

\* please give home address:

**When choosing the means of transport, business travelers must take into account the need for environmental protection as well as economic considerations.**

**DB customer no.: 61 01 677**     Train     I have a BahnCard     No     Yes, valid until

other regularly scheduled means of transport:

Plane give reasons:

Hire car give reasons(private use prohibited):

own car?

bicycle, e-bike, Pedelec

company vehicle

I expressly waive any claim for reimbursement of travel expenses from state funds or third-party funds.

Is the journey linked with **holiday travel/weekend?**

Yes:     prior to start of business travel

subsequent to business travel

No

Cost bearer:

Acct. assignment object (required: Cost center with fund OR WBS element OR internal order):

Cost center (7 digits)	Fund (4 digits)	WBS element / project (funded progr.)(10 digits)	Internal order (funded program) (10 digits)
			8

(Date, signature of applicant)

(Date, signature of supervisor)

**Decision on the application: The business trip has not been approved until the bottom right-hand corner has been signed and a cross placed in the "endorsement" box.**

With respect to the economical management of funds, the applicant must ascertain whether there is any more cost-effective means of accomplishing the official business prior to the travel application or approval.

Please read notes on page 2. Furthermore, ensure you are informed of any relevant international **travel warnings from the German Foreign Office**. If there are any, the business trip cannot be approved.

The journey is **endorsed** as business travel in accordance with § 2 (1) of the LRKG - with the following restrictions.

Notified of **absence on official business**

Travel expenses will **not be reimbursed**

We agree to reimbursement of travel expenses from the above fund (for travelers without employment contract or approved extern. collaborators).

Tübingen,

University of Tübingen  
President/ Dean/ head of institute/ project head  
Per pro. / By proxy

