



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			Business/event				likely end			daily return?
Year: 20			start			end				
travel/ absence:	from		day/month	time	day/mont	time	day/month	time	at	
	<input type="checkbox"/> residence*								<input type="checkbox"/> residence*	
	<input type="checkbox"/> work place								<input type="checkbox"/> place of work	
	<input type="checkbox"/>								<input type="checkbox"/>	

* 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

