



Universität Regensburg

Application for the approval of a faculty / department outing

Via the Faculty Admin. / Management of the Central Institution

Please submit two weeks before the outing,

to **Admin. Div. III/2**

Note that the costs cannot be billed to Universität Regensburg. Costs must be carried privately by the participants.

in house

Application is made for the approval of the following faculty / department outing:

I. General data					
Organisational unit: (e.g. chair / institute / working group / department)					
Date of outing:					
Duration (from / until):					
Destination:					
Activity planned:					
II. List of participants (Please mark, if employee has flexitime [= electronic time recording])					
	Name, First name	Flexi-time		Name, First name	Flexi-time
1.		<input type="checkbox"/>	13.		<input type="checkbox"/>
2.		<input type="checkbox"/>	14.		<input type="checkbox"/>
3.		<input type="checkbox"/>	15.		<input type="checkbox"/>
4.		<input type="checkbox"/>	16.		<input type="checkbox"/>
5.		<input type="checkbox"/>	17.		<input type="checkbox"/>
6.		<input type="checkbox"/>	18.		<input type="checkbox"/>
7.		<input type="checkbox"/>	19.		<input type="checkbox"/>
8.		<input type="checkbox"/>	20.		<input type="checkbox"/>
9.		<input type="checkbox"/>	21.		<input type="checkbox"/>
10.		<input type="checkbox"/>	22.		<input type="checkbox"/>
11.		<input type="checkbox"/>	23.		<input type="checkbox"/>
12.		<input type="checkbox"/>	24.		<input type="checkbox"/>
III. Signature					
<p>Regensburg, _</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of applicant</p>					