Travel expense can only be reimbursed within 6 months after the end of the trip.

Request for approval for ☐ business trip ☐ trip for training purposes

Applicant (Surname, forename, home address)

Chair/division/department	Official title	Pay grade	Office phone number

Date (on/from) **to** **=** **day(s)**

Place(s) of business	**Business (date, time)**
	Start: ,
	End: ,

Purpose of the trip:

☐ active participation with ☐ talk, ☐ moderation, ☐ presentation

Departure from: ☐ home ☐ workplace | Return possible on same day? ☐ yes ☐ no

Fellow traveler (Surname, forename) | Reason for the participation of several people:

Means of transport

☐ Train: ☐ with a BahnCard
☐ 2nd class 25 50 100
☐ 1st class valid until:

☐ Passenger in vehicle of:

☐ University's car

☐ Flight ☐ rental car ☐ airportliner

Rationale (for travelling by flight/by rental car):

Use of private car without rationale

☐

Use of private car with rationale

☐ public transportation would take an unreasonable amount of time
☐ no public transportation
☐ carrying _____ kg of official luggage
☐ carrying _____ persons
☐ other:

Travel expenses

☐ Trip is being undertaken strictly on official business. ☐ Financed from TG 73 TG 77 or ……

☐ Trip is necessary for carrying out a research project. ☐ Financed from the project (project No., cost center (Kostenstelle)):

☐ Travel expenses are not claimed. ☐ Travel expenses (administration) ☐ Travel expenses will be borne by a third party

☐ Travel expenses will not be claimed for ☐ transport costs ☐ accommodation ☐ meals

Are accommodation or meals provided at no charge?

accommodation ☐ yes ☐ no | meals ☐ yes ☐ no

I declare as part of my official duties: *(only to be completed by academic staff)*

☐ **Teaching, research, carrying out examinations and the supervision of academic work will not be impaired by my absence**

…….. (dean)

Confirmation of the necessity and economic feasibility of the journey

Date, applicant's signature

Date, supervisor's signature

Return to applicant

The trip

☐ not approved

☐ **approved as** ☐ business travel ☐ travel for training purposes
☐ ancillary activity for which authorization is not required ☐ off-site work
DB-GKR Kd.Nr. 5103634
with ☐ railway ☐ travel with someone else (for purchasing ticket)
☐ university's car ☐ flight ☐ rental car/coach/airportliner
☐ private car (without rational)
☐ private car (rationale accepted for use of private car).

University Regensburg
President/ Chancellor

Regensburg, ... per pro .....
(supervisor's signature)

DO NOT SUBMIT ENGLISH VERSION