

Travel expenses can only be reimbursed within 6 months (of the end of the journey).

Request for approval for business journey journey for training purposes

Applicant (Surname, forename, home address)

Chair/division/department	Official title	Pay grade	Office phone number
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Date (on/from) _____ **to** _____ = _____ **days**

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

Purpose of the journey:

- 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 in the journey:
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Means of transport

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

Use of private car without rationale

Use of private car with rationale

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

Passenger
 in vehicle of:

- University's car
 Flight rental car airportliner
 rationale (for flight/rental car): _____

Travel expenses

- Journey is being taken strictly on official business. Financed from TG 73 _____ TG 77 or
 Journey 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 not be claimed for the following transport costs accommodation meals
 Travel expenses will be borne by a third party.

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 is not impaired by my absence. _____ (Dean)

Confirmation of the necessity and economic feasibility of the journey

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 Date, applicant's signature Date, supervisor's signature

Return to applicant

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

Regensburg,
 Universität Regensburg
 President / Chancellor
 per pro
 (supervisor's signature)