

Please note that **ONLY** the GERMAN VERSION of this document is binding and has to be signed and submitted. The English translation is provided to help you complete the original German document.



Please fill in **all required fields** in this form and enclose all necessary documents, otherwise the request will be returned! **DEADLINE** for receipt of completed request in Department III: two weeks before start of journey.

I Request for approval of a <input type="checkbox"/> business trip <input type="checkbox"/> training event / educational journey (Please tick appropriate box <input type="checkbox"/> or fill in legibly)			
1	Name, first name, title and official function (student assistants should enclose a copy of their employment contract)	Pay grade on day of travel	Faculty/Institution/Department
2	Postal address (city, street name and house number)	Office (chair/department), office address, phone (institution)	
3	Email address	Direct extension number	
4	Purpose of travel and explanation why the trip is necessary (please use separate page if required)		
5	Journey from Bamberg	Journey to (city / country)	Journey via
	Travel period on/from	until = days	Daily return possible <input type="checkbox"/> YES <input type="checkbox"/> NO
	Estimated accommodation costs:		Accommodation provided <input type="checkbox"/> YES <input type="checkbox"/> NO
	Other expenses (i.e. conference or seminar fees):		Meals included <input type="checkbox"/> YES <input type="checkbox"/> NO
6	The following means of transport will be used (if necessary label with H = start or R = return)		
	<input type="checkbox"/> Public means of transport: <input type="checkbox"/> Train 1st class <input type="checkbox"/> Train 2nd class <input type="checkbox"/> Private season ticket <input type="checkbox"/> Major customer discount <input type="checkbox"/> Rail card: <input type="checkbox"/> 1st class <input type="checkbox"/> 2nd class <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 100%	<input type="checkbox"/> Private car <input type="checkbox"/> Company car <input type="checkbox"/> Airplane	<input type="checkbox"/> Other
	Reason for use of <input type="checkbox"/> private car	<input type="checkbox"/> airplane	<input type="checkbox"/> other
7	<input type="checkbox"/> \emptyset , \hat{A} ravellers \hat{A} \hat{A} ft with Name:	\emptyset \hat{A} \hat{A} ^:	D^] \hat{a} \hat{c} ^] c
	(student assistants should enclose a copy of the employment contract)		
8	The following employees also take part in the business trip (name, first name, official title, office, reason for participation)		
9	Budget section/title:		
	<input type="checkbox"/> Budgetary funds administration national: 1526/54740 <input type="checkbox"/> Budgetary funds administration international: 1526/54740 <input type="checkbox"/> Budgetary funds research: 1526/54740 <input type="checkbox"/> Chair, deanery, research project: 1526/54740 <input type="checkbox"/> IT-centre: 1526/54740 <input type="checkbox"/> University library, language centre: 1526/54740	<input type="checkbox"/> Sports centre: 1526/54740 <input type="checkbox"/> DFG-funding: 1526/54741 (enclose guidelines) <input type="checkbox"/> Third-party funds: (enclose guidelines) <input type="checkbox"/> Other sponsors/financing partners, budgetary chapter/title: <input type="checkbox"/> Waiving of reimbursement <input type="checkbox"/>	
10	Cost unit (mandatory):		
11	Date and signature of applicant	Signature of representative	Date, stamp and signature of immediate superior i.e. head of chair
II To be filled in by travel department			
The <input type="checkbox"/> business trip <input type="checkbox"/> training event/educational journey <input type="checkbox"/> business errand will <input type="checkbox"/> be approved as requested <input type="checkbox"/> not be approved <input type="checkbox"/> be approved under the following conditions:			
<input type="checkbox"/> The valid reasons for using a private or official car / an airplane will be accepted / not be accepted. <input type="checkbox"/> The use of means of transport operating on a regular basis (bus, train or other, no airplane) is mandatory. <input type="checkbox"/> It is mandatory to start and end your business trip either at your office or your place of employment (train station). <input type="checkbox"/> It is assumed that you have not been paid a honorarium/speaker's fee. <input type="checkbox"/> Travel costs will not be reimbursed. <input type="checkbox"/>			
	Date	Signature	
III To be returned to applicant (for safekeeping until submission of your expense report; original form must be enclosed)			

Please note the following:

- Any rights for claims for material damages under the terms of a vehicle insurance contract for business travels only apply if valid reasons for using a privately owned vehicle have been confirmed in written form or have been authorised in accordance with the approval of your business trip (not training event or educational journey) before the start of your journey.
- Any claims for reimbursement of travel expenses shall be submitted in written form within an **exclusion period** of six months to the appropriate accounting unit or employment authority.
- The approval can only be granted if you are an employee of the University of Bamberg.
- For further information please visit: www.uni-bamberg.de/abt-personal/formulare-infos-und-merkblaetter/

(December 2023)