

Application for Approval of Business Travel

Please submit this application to the appropriate body for approval (Sec. 4.2 of the Business Travel Guidelines):

- Personnel Office – I A –
 Head of the following department / central institute / central service: _____
 Project manager (person responsible for the university account) of the following project or spokesperson of the following CRC:

I request approval for the following business travel:

- Without reimbursement for travel expenses
 With reimbursement for travel expenses

With travel expense allowance funded through:

- External funding
 Budgetary resources of the department/central institute
(including financial incentives for professors/ for management by objectives and appointment funding etc)
 Resources for academic and scientific travel (title: 681 48)
provided by the department/central institute
 Resources provided by the university's International Office
 Central research commission funding

Received: stamp

I. Personal information:

Last name, first name Employee ID number

Position or title phone no. (home) phone no. (work)

Department / central service / central institute / central university admin. unit

Institute

Institute address

Home address

Type of employment at Freie Universität:

- Civil servant (*Beamter/Beamtin*) Salary group: _____
 Employee (*Angestellte/Angestellter*) Comp. group: _____
 Wage-earner (*Lohnempfänger/in*) Wage group: _____
 Student assistant/tutor
 Other relationship with Freie Universität: _____
(e.g., teaching assignment, private employment agreement, etc.)

II. Information on business travel:

- Conference Research Partnership Field trip Other

Travel destination: _____

Purpose of travel: _____

Reason for business activity (please be sure to fill out) Examples: event / research project / partnership project, etc. or →

→ Other

Event organizer: _____

(Please attach invitations / programmes / confirmation of acceptance of proposed presentation or talk)

Business traveler's role or function (during the event): _____

Traveler's own academic / scientific contribution: Yes No

Where applicable, author sequence and topic of presentation / lecture: _____

Planned start of travel / departure from Berlin: Date: _____ Time: _____

Start of travel from another location: _____

Beginning of business activities at the business location: Date: _____ Time: _____

Estimated end of business activities at the business location: Date: _____ Time: _____

End of return travel / arrival in Berlin: Date: _____ Time: _____

End of return travel to another location: _____

Will the business travel be associated with any vacation/personal stay?

- No Yes ► Please list vacation destination, where you will be staying, start, and end: _____

I expect to receive external contributions:

- Yes, lump sum of € _____
 Yes, free accommodations
 Yes, allowance for incidentals of € _____ per diem
External funding has been applied for (e.g., w/ DFG) No
- No
 Yes, breakfast — lunch — dinner ► (Please strike through where
 Yes, reimbursement for participation fees not applicable)
 Other (please list) _____
 Yes, with _____

I intend to travel as follows:

- Via regularly scheduled modes of transportation By official vehicle By plane
- With my privately owned vehicle, license No.:
- As a passenger in the vehicle of _____.

Use of the privately owned vehicle air travel is in my own interest
 business-related interests. ▶ Reasons why this is necessary: _____

III. Cost estimate (please fill out for all travel for which you are requesting an allowance):

Mode of transportation: — Rail — Air — Use of privately owned vehicle — Passenger in vehicle (Strike through where not applicable)
 (Vehicle owner: _____ / share of costs) Ticket price: € _____

Conference fees:

The following charges are included:

- Accommodation Breakfast Lunch Dinner € _____

Incidentals (payments made and received, etc.) € _____

Applicant's bank account details: Acct. No.: _____ Routing No.: _____
 Financial institution: _____

IV. Statement on courses:

- No courses affected No teaching obligation Classes not in session
- If courses fall within the period during which you will be absent, please submit the form "Courses during Business Travel" as a separate attachment with this application. —

V. Statement on ancillary activities or other employment:

The business activities in which I will be engaging are associated with secondary employment Yes No

Date

Signature of business traveler

(for Sections I through V)

VI. Opinion of institute / department head / supervisor:

The travel applied for: is necessary for business reasons is approved
 There are are no business-related reasons against the proposed absence during this business travel.

Date

Signature

VII. Opinion of the department/central institute/central service/other employment site/project manager:

Reasons >> This travel is necessary for the following reasons:

(Detailed reasons are required. Please enclose a detailed statement if applicable.)

Additional travel participants: _____

Travel financed by means of: _____ / _____ / _____
 Fund (in case of external funding: project number) / finance item / university account

Please fill out for all travel funded through an allowance or external funding:

Travel granted an allowance from department/central institute funds:
 The travel applied for is approved. Pursuant to Sec. II of the Budgetary Rules dated 13/06/2006, the following allowance is granted:

Travel granted an allowance from the university's International Office funds:
 The travel applied for is approved. The department/central institute will contribute the following toward the costs:
 _____ % or € _____

Travel financed through external funding ▶▶ **Name of project manager:**

- 1. Funding for business travel is available Yes No
- 2. According to the party providing funding, billing is as per BRKG rates Yes No
- 3. In case of any billing provisions to the contrary, please indicate the party providing funding: _____
 The guidelines are already on hand are attached

Date

Signature(s): Dept. / Central Inst. / Central Svc. / Div. Plus, for all travel financed through external funding, the project manager

Appendix to Business Travel Application dated: _____

Courses during Business Travel

Last name, first name: _____

Department / Central Service / Central Institute: _____

Institute: _____

Travel to (place): _____

Start date: _____ End date: _____

The following courses fall within the period during which I will be absent:

Course No.:	Course title	Course date

The course(s)

is/are cancelled

will be made up as follows:

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

will be held by a substitute

Name of substitute

Date and signature of substitute

Date

Applicant's signature