

Application for official travel

Technische Universität Berlin



☐ To the Faculty Administration _____

☐ To the President of the TUB - II RK 01 - (ZUV- and ZE-members)

I. Personal Details

Last name, first name _____

Faculty/dept. _____ Phone _____

Secr. _____ E-mail _____

Home address (primary residence): _____

I am employed at the TUB as _____

☐ temporarily until _____, ☐ long-term.

II. Anticipated Costs

Flying or travelling _____ € ☐ none

Accommodation _____ € ☐ none

Conference fees _____ € ☐ none

Less possible third reimbursements _____ € ☐ none

(third party funding and contributions not managed by the TUB)

Total _____ €

III. Information on Travel

Duration on/from _____ until _____

Official business Starts on _____ at _____ Finishes on _____ at _____

Destination Country _____ Town _____

Purpose of travel _____
(Program, please enclose invitation!)

IV. Modes of Transport (Please tick)

- ☐ Rail ☐ Air ☐ Ship ☐ Rental car ☐ Company car
☐ Private car cat. I (distance bonus €0.20/km, max. €130, no liability of employer for damages to private vehicle)
☐ Private car cat. II (considerable work-related interest)

Justification for using (rented) car _____

V. Using the travel as vacation or for private purposes

☐ no ☐ yes, place _____ from _____ until _____

VI. Reimbursement

- ☐ none ☐ in full ☐ pro rata at € _____ or _____ %
☐ Funding agency reimburses travel at flat rate ☐ no ☐ yes (funding agency _____)

Kostenstelle _____ Fonds _____ Sachkonto _____

PSP-Element _____ Sachkonto _____

Advance payment requested to account IBAN: _____ BIC _____

I declare that for the journey in this application no costs other than those stated above are being reimbursed, that it has no connection to secondary employment and that it is not undertaken for primarily personal reasons. I further affirm the correctness of the information provided.

Date, signature

Not to be filled in by the applicant!

1. Statement by the supervisor (GD, project manager. etc.)

The official travel is necessary and approved; funding is available:
☐ yes ☐ no

Reimbursement:

☐ none ☐ in full ☐ pro rata at € _____ or _____ %

Date, signature, fac./inst./dept. - office initial

2. Approval of Official Travel

Fac./inst./dept. – office initial Date _____
Phone _____

The Travel in this application is **approved**: ☐ yes ☐ no

Reimbursement:

☐ none ☐ in full ☐ pro rata at € _____ or _____ %

Use of rental car

Recognition of valid reason: ☐ yes ☐ no

Use of car

Cat. I: ☐ yes ☐ no

Cat. II: (Recogn. of consid. work-rel. interest): ☐ yes ☐ no

Signature

3. Advance payment by II RK

a. Amount of advance _____ €

HÜL no. _____ ab an UK _____ Festst. _____

b. Wv bei Abrechnung

I. A.

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