

An Referat III/3

<b>I</b>	<b>Request for approval of <input type="checkbox"/> business travel <input type="checkbox"/> travel for training purposes</b> (Please check the appropriate box)					
<b>1</b>	Last name, first name, and official title of position			<input type="checkbox"/> Employed in the framework of a third-party funded project	Salary group/ step at time of travel	
<b>2</b>	Home address (Municipality, street name, and house number)			Place of residence of the applicant's family		
<b>3</b>	Office/ institute		Area or division		Telephone number	
<b>4</b>	Purpose of business travel/ travel for training purposes and rationale for why it was imperative (on a separate sheet if necessary)  <input type="checkbox"/> The travel is necessary for carrying out a research project at the institute/ chair					
<b>5</b>	Place of business (if there is more than one destination, please list all places of business)					
<b>6</b>	Start of business (date, time) on at		Duration of business travel/ travel for training from to = days		Daily return possible? <input type="checkbox"/> yes <input type="checkbox"/> no	
	Left home (date, time) on at			Departure (place, date, time) from on at		
	Arrival at (first) place of business (place, date, time) in on at			Departure from (last) place of business (place, date, time) in on at		
	Arrival after return trip (place, date, time) in on at			Arrival at home (date, time) on at		
<b>7</b>	The following modes of transportation will be used (enter "H" for outbound travel and "R" for return travel) [ ] Scheduled transportation modes [ ] my own car [ ] company car [ ] airplane [ ] bicycle/ by foot <input type="checkbox"/> Other:  Last name, first name, official title of position, office/institute <input type="checkbox"/> Travel in someone else's car Rationale for travelling <input type="checkbox"/> in your own car <input type="checkbox"/> by airplane					
<b>8</b>	The following employees are to take part in the business travel (last name, first name, title of position, office/institute, rationale)					
<b>9</b>	Total estimated costs €	Travel costs €	Vehicle travel reimbursement €	Per diem total €	Lodging €	Additional expenses €
<b>10</b>	Remarks (e.g. cost bearer) chapter ( <i>Kapitel</i> ): item ( <i>Titel</i> ): account ( <i>Kostenstelle</i> ): cost category ( <i>Kostenart</i> ):					
<b>11</b>	Date and applicant's signature		Approved, subject to the terms of (II) if applicable. Travel is being undertaken strictly on official business a) <input type="checkbox"/> yes <input type="checkbox"/> no b) <input type="checkbox"/> yes <input type="checkbox"/> no c) <input type="checkbox"/> yes <input type="checkbox"/> no			
<b>II</b>	The <input type="checkbox"/> business travel <input type="checkbox"/> travel for training purposes is <input type="checkbox"/> approved as stated in the request <input type="checkbox"/> not approved <input type="checkbox"/> approved on the following conditions <input type="checkbox"/> the reasons for using a car or airplane have been approved <input type="checkbox"/> use of a car or airplane is not necessary due to the absence of good reasons <input type="checkbox"/> business travel shall commence/conclude at the place of business or destination (e.g. train station) <input type="checkbox"/> the use of scheduled transportation modes (except for airplanes) has been approved <input type="checkbox"/> travel costs will not be reimbursed <input type="checkbox"/>					
	Place and date of signature			Signature		
<b>III</b>	<b>Return to applicant</b>					