

I. Business Travel Authorization Form

(please submit this form in duplicate, a photocopy suffices)

From the supervisor to the approving entity/human resources department			Important Notice: For insurance purposes the business travel authorization form needs to be submitted well enough in advance of the business trip .									
1	<input type="checkbox"/> Business travel with reimbursement for travel expenses			<input type="checkbox"/> Business travel without reimbursement for travel expenses				<input type="checkbox"/> The trip partly has a business purpose (e.g. congresses, seminars, trade fairs etc.)				
2	Surname, Name			Home address				Remuneration bracket				
3	Division/Department			Telephone number				E-mail				
4	Travel destination											
5	Purpose of business trip (please name a reason for your trip and <u>always</u> attach invitations and programs) External funds <input type="checkbox"/> Yes <input type="checkbox"/> No Project: _____											
6	Further participants of the trip (please submit separate applications for approval)											
7	Beginning of business trip/absence year			Business beginning expected end				Expected end of business trip/absence			Daily return <input type="checkbox"/> yes <input type="checkbox"/> no	
	day/ month	time	from	day/ month	time	day/ month	time	day/ month	time	to		
			<input type="checkbox"/> home <input type="checkbox"/> office <input type="checkbox"/>							<input type="checkbox"/> home <input type="checkbox"/> office <input type="checkbox"/>		
8	Is the business trip in any way associated with private holiday travel ? <input type="checkbox"/> no <input type="checkbox"/> yes from to											
9	Planned means of transport <input type="checkbox"/> train <input type="checkbox"/> 1st class <input type="checkbox"/> 2nd class <input type="checkbox"/> I own a <i>Bahncard</i> (BC) from Deutsche Bahn: <input type="checkbox"/> BC 25 <input type="checkbox"/> BC 50 <input type="checkbox"/> BC 100 <input type="checkbox"/> 1st class <input type="checkbox"/> 2nd class <input type="checkbox"/> Job-Ticket <input type="checkbox"/> other public transport (e.g. bus, tram) <input type="checkbox"/> airplane (please name reasons for travel by plane within Germany or to neighbouring countries): <input type="checkbox"/> personal vehicle <input type="checkbox"/> no approved reasons <input type="checkbox"/> approved reasons (please check the appropriate box) <input type="checkbox"/> travel with colleagues (please name fellow travelers) <input type="checkbox"/> travel destination cannot be reached by means of public transport <input type="checkbox"/> severely handicapped <input type="checkbox"/> other reasons: <input type="checkbox"/> I will travel by car together with <input type="checkbox"/> official car <input type="checkbox"/> bicycle <input type="checkbox"/> rental car/taxi (please name a reason): _____											
10	I receive external funding and/or allowance <input type="checkbox"/> yes <input type="checkbox"/> no I receive honorarium <input type="checkbox"/> yes <input type="checkbox"/> no External funds and free board and lodging will count against travel expense reimbursements. I will list these details on the travel expense report. I hereby confirm the accuracy of the information provided above.						_____ date/signature of applicant					

II. Endorsement by the president, dean, professor, superintendent

Approval is granted for the requested business trip. <input type="checkbox"/> reimbursement of eligible expenses according to the LRKG (travel cost act of Baden-Württemberg) or other directives. It has been confirmed that the purpose of the trip is solely related to business. <input type="checkbox"/> _____ % reimbursement of eligible costs according to the LRKG (e.g. congresses, seminars, lectures). <input type="checkbox"/> max. reimbursement of _____ € <input type="checkbox"/> no reimbursement of travel expenses Reimbursement from : <i>Kapitel</i> <i>Titel</i> <i>BS</i> <small>(enter codes according to budget plan)</small>		_____ date/signature of president/vice president/dean/professor
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III. Approval with the following stipulations set by the university administration

<input type="checkbox"/> Reimbursement of travel costs according to the LRKG or other directives <input type="checkbox"/> _____ % reimbursement <input type="checkbox"/> grant of _____ € <input type="checkbox"/> No reimbursement as external funds were granted.	
<input type="checkbox"/> Reimbursement with the following stipulations :	
<input type="checkbox"/> only transport costs will be reimbursed <input type="checkbox"/> only/no daily allowance <input type="checkbox"/> only/no allowance for lodging <input type="checkbox"/> reimbursement as of/to office <input type="checkbox"/> reimbursement is to be claimed with the organizers of the event <input type="checkbox"/> Business trip will not be approved. Reasons: _____	<input type="checkbox"/> means of transport as requested with the following restrictions: train <input type="checkbox"/> 1st class <input type="checkbox"/> 2nd class <input type="checkbox"/> Bahncard <input type="checkbox"/> max. reimbursement amounts to the costs of the most inexpensive ticket personal vehicle: reasons <input type="checkbox"/> approved <input type="checkbox"/> not approved airplane <input type="checkbox"/> economy class
_____ date/signature	