



Request for Approval of a Separation Allowance

To the President
of the Technische Universität Berlin
Travel Expenses (II RK)

Surname, First Name: _____ **Title:** _____

Faculty: _____

Institute / Department: _____ **Secretary:** _____

E-mail: _____ **Telephone:** _____

I was hired on _____ with order from _____ at the Technische Universität Berlin and between the dates of _____ and _____ am not able to move my residence to my new place of work because

I or a family member, _____, am/is temporarily and seriously ill *(please include documentation!)*

I or my _____ have an employment ban according to the Maternity Protection Act *(please include documentation!)*

my child is at school or in vocational training and the school or vocational training year will not end until _____. *(please include documentation!)*

my severely disabled child is at school or in vocational training and the schooling or vocational training cannot be continued at the new place of work or within a reasonable distance due to the disability. *(please include documentation!)*

one of my parents / my spouse / my partner is suffering from an acute, life-threatening illness and because of this receives a great deal of care from a family member who lives together with me. *(please include documentation!)*

my spouse / partner is in school or their first vocational training and this will not end until _____ - *(please include documentation!)*

(Please include detailed documentation of your efforts to find accommodations!)

For the approval of a separation allowance, I give the following information:

1. Directly before I was hired

I had a claim to a separation allowance yes no

2. a) arrival at the new place of work _____ at _____
on o'clock.

b) start of work at the TUB on _____ at _____
o'clock.

**3. Family status when starting
employment:**

single married divorced

widowed registered partnership

living separately

4. My spouse / partner

a) is employed: yes no

b) receives a separation allowance or similar compensation yes, in the amount of
_____ €monthly no

5. First names and ages of children: a) _____, _____ years old

b) _____, _____ years old

c) _____, _____ years old

6. Address of previous place of residence: _____

a) Size of apartment/house: _____ rooms, kitchen with a total of _____ m² living space

b) Have household goods already: yes no

c) I live at this place of residence

with my spouse / partner

or with a relative (up to fourth degree), an in-law (up to second degree), a foster child or foster parents and give _____ (*relation/designation*) accommodation and support not on a merely temporary basis out of a legal or moral obligation. Description of the person's income:

_____ (*not applicable for biological children who are minors*)

or with someone whose assistance I need not on a merely temporary basis for professional or health reasons (according to an official doctor's certification). More information on the reasons:

7. I return to my previous place of residence

a) Daily with public transportation with a private vehicle

b) Not daily because if I were to use regular transportation

I would be absent from the apartment/house for more than 12 hours. I therefore have a separate household at the address:

8. I receive for my position

a) free meals: yes no

b) free accommodations: yes no

9. From third parties, I receive

a) free meals: yes, from _____ no

b) free accommodations: yes, from _____ no

10. I am

ready to move without reservations and know that I must continually make efforts to find a suitable home and show documentation of this, and that the move may not be delayed.

ready to move with reservations

because _____

11. I have already received a partial payment:

yes, in the amount of _____ €

no

For this reason, for the time given above I request approval of separation allowance and declare that the information I have given in relation to this is correct and complete. I will report changes in anything relevant for the separation allowance immediately and without being asked. I am also aware that I must take advantage of any possible discounts to keep the costs as low as possible.

I request that the funds are transferred to my account: IBAN

_____, BIC _____,
Bank _____

Berlin,

Signature