

## Request for Reimbursement of Relocation Costs

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

**Surname, First Name:** \_\_\_\_\_

**Title :** \_\_\_\_\_

**Faculty:** \_\_\_\_\_

**Institute / Department:** \_\_\_\_\_ **Secretary:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

As of \_\_\_\_\_ I am employed at seconded to the Technische Universität Berlin.

I request that the reimbursement for relocation costs granted to me in the letter on

\_\_\_\_\_ according to Sec. 4(1) no. 1

according to Sec. 4(\_\_\_\_\_) of the Act on Reimbursement of Relocation Costs for Federal Civil Servants, Federal Judges and Soldiers (BUKG) in the respectively valid version.

In detail, I request:

**1. Reimbursement of relocation costs (Sec. 6 BUKG)**

(Invoice from relocation company etc. is included)

Annex no. \_\_\_\_\_

**2. Reimbursement of travel costs (Sec. 7 BUKG) for**

a) traveling for finding or viewing an apartment/house

Annex no. \_\_\_\_\_

b) traveling to the previous place of residence for preparing and carrying out the move (only travel costs)

Annex no. \_\_\_\_\_

c) traveling on the moving day from the previous to the new place of residence

Annex no. \_\_\_\_\_

**3. Reimbursement of rent (Sec. 8 BUKG) for the previous / new apartment/house**

(separate request with documents).

Annex no. \_\_\_\_\_

**4. Reimbursement of real estate agent costs (Sec. 9(1) BUKG)**

Annex no. \_\_\_\_\_

**5. Reimbursement of costs for additional lessons (Sec. 9(2) BUKG)**

Reasons on a separate paper, school certificate, and invoices are included.

Annex no. \_\_\_\_\_

**6. Supplement for purchasing a new stove or oven (Sec. 9(3) BUKG)**

Reasons with documents see

Annex no. \_\_\_\_\_

**7. Lump-sum reimbursement for other relocation costs (Sec. 10 BUKG)**

**8. Reimbursement of costs for relocation preparations (Sec. 11(3) BUKG)**

Reimbursement of costs for relocation in special cases, reasoning on separate paper, invoices are included

Annex no. \_\_\_\_\_

The following information applies for the move:

1.  Day on which the things to be moved were loaded: \_\_\_\_\_ Start: \_\_\_\_\_  
o'clock

Place they were loaded: \_\_\_\_\_ (City, street)

Day on which the things to be moved were unloaded \_\_\_\_\_ End:  
\_\_\_\_\_ o'clock

Place they were unloaded: \_\_\_\_\_ (City, street)

Amount of things to be moved: \_\_\_\_\_ moving van meters.

This is a move into / from temporary housing. The apartment/house has been recognized as temporary housing according to Sec. 11(1) BUKG with the notification from \_\_\_\_\_ on \_\_\_\_\_ file number: \_\_\_\_\_.

I carried out the move into temporary housing on \_\_\_\_\_.

2. a) On the day before the things to be moved were loaded, on \_\_\_\_\_, I had

an apartment/house according to Sec. 10(3) BUKG in my previous place of residence \_\_\_\_\_ (City, street). This apartment/house in my new place of residence

has not been reestablished  has been reestablished.

no apartment/house according to Sec. 10(3) BUKG. After receiving the approval of reimbursement for relocation costs, on \_\_\_\_\_ in

\_\_\_\_\_ (city, street) I moved into an apartment/house.

I  have not reestablished  have reestablished an apartment/house on \_\_\_\_\_ in Berlin, \_\_\_\_\_ (postal code, street).

b) On the day before the things to be moved were loaded, I was  single  married  equivalent to a married person in accordance with Sec. 10(2) BUKG (please show proof of equivalence)

c) On the day before the things to be moved were loaded, I was in the salary group / pay group \_\_\_\_\_.

3. The following persons lived together with me, relocated with me, and after the relocation continue to live together with me in my new household:

my spouse: \_\_\_\_\_ (first name and surname)

single children, step children, and foster children:  
\_\_\_\_\_ (first name and surname), age: \_\_\_\_\_

other persons who fall under Sec. 6(3) sentence 3 BUKG:

\_\_\_\_\_

\_\_\_\_\_ (first name and surname, family relationship, age)

The personal and economic circumstances of these persons are listed on a separate paper, annex no. \_\_\_\_\_.

4. Before this move, within the last five years,  no move took place  a move took place with the approval of the reimbursement of costs for moving, Secs. 3, 4(1) nos. 2-4 or (2) no. 1 BUKG.

This move was carried out from \_\_\_\_\_ to \_\_\_\_\_, ended on \_\_\_\_\_, and billed to the office \_\_\_\_\_.

I request that the funds be transferred to my account

IBAN \_\_\_\_\_, BIC \_\_\_\_\_,  
Bank \_\_\_\_\_

I  have already received a partial payment totaling \_\_\_\_\_ €  
 have not yet received a partial payment.

For this move, from another office I have received an allowance / payment of  
\_\_\_\_\_ €

have not received an allowance / payment.

I declare that the information I have given is correct and complete. The expenses I have submitted were actually incurred. I am aware that there is a one year limitation for requesting compensation for relocation costs. The deadline is calculated as of the day after the move is complete.

Berlin,

\_\_\_\_\_  
Signature