

Invoicing the separation allowance

for the month _____

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

Surname, First Name: _____

Secretary: _____

1. Return to my previous place of residence

I return to my previous place of residence daily with public transportation with my private car (distance _____ km).

To do so, I have to leave my home at _____ o'clock and return at _____ o'clock. In total, the travel time is _____ hours, and with public transportation when using all possible discounts, the ticket price is _____ EUR. *(Please note: each trip is to be listed individually in the annex to the claim for travel expenses! Then continue with point 2.)*

I do not return to my previous place of residence daily because the use of regular transportation would mean I would be gone from my home for more than 12 hours. For the calculation, I give the following information:

a. Actual number of trips home that were taken¹

aa. From _____, time _____ until _____, time _____

Trip home Trip to visit _____

bb. From _____, time _____ until _____, time _____

Trip home Trip to visit _____

cc. From _____, time _____ until _____, time _____

Trip home Trip to visit _____

dd. From _____, time _____ until _____, time _____

Trip home Trip to visit _____

(Please include documentation!)

¹ According to Sec. 5(3) of the Separation Allowance Ordinance, instead of a trip home, a trip to visit a spouse, partner (as described in the LpartG), a child, or another person with whom you live and whose assistance you need not on a merely temporary basis for professional health reasons (health reasons must be documented by a medical certificate) may be reimbursed.

b. Separation accommodation allowance

In this month, the following costs were necessary due to my employment at the TU Berlin for appropriate accommodations:

aa. Rent _____ € (Please include documentation if you have not already done so!)

bb. Utilities _____ € (Please include documentation if you have not already done so!)

2. Times of absence

At the following times, I was not at the Technische Universität Berlin or my place of work because (Please note: Except for business trips, only entire calendar days are to be listed!):

- Vacation or other leave from _____ until _____
- Stays at my previous place of residence on working days from _____ until _____
- Business trip
 - within the first 14 days after travelling to start employment with a 24 hour absence from _____ until _____
 - within the first 14 days after travelling to start employment with less than a 24 hour absence on _____ from _____ until _____ o'clock
- as of the 15th day after travelling to start employment with a 24 hour absence from _____ until _____
- Absence from place of work due to illness from _____ until _____
- Hospital stay in _____ from _____ until _____
- Sanatorium treatment in _____ from _____ until _____
- Curative treatment in _____ from _____ until _____
- Work prohibition for maternity reasons from _____ until _____
- Other _____ from _____ until _____

3. Free meals / accommodation

Due to my position or from third parties, I received free meals and/or accommodation:

no, on this see declaration no. 8. / 9. on the Request for Approval of a Separation Allowance

no, I did not take advantage of free meals for breakfast lunch

dinner free accommodations because

yes, on _____ I did take advantage of free meals for breakfast lunch dinner free accommodations.

I hereby declare my unrestricted intent to move to the area of the Technische Universität Berlin and I will continue to show documentation of my efforts to look for a new apartment/house. I am aware that I will only receive a separation allowance as long as I am willing - without reservation - to move but cannot due to legal reasons.

I declare that the information I have given 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.

Berlin,

Signature