

Application for conducting travel by non-TU personnel

To II RK 01

via V C _____ (in case of third party funding)

via the Faculty Administration (when funded from the budget)

I. Personal Details Last name, first name _____ Home address _____ Zip code _____ Phone _____ E-mail _____ I am employed at _____ as _____ Date of birth _____ Tax identification number _____	II. Anticipated Costs Flying or travelling _____ € <input type="checkbox"/> none Accommodation _____ € <input type="checkbox"/> none Conference fees _____ € <input type="checkbox"/> none Less possible third party reimbursements _____ € <input type="checkbox"/> none <small>(third party funding and contributions not managed by the TUB)</small> Total _____ €
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III. Information on Travel
 Duration on/from _____ until _____
 Official business Starts on _____ at _____ Ends on _____ at _____
 Destination Country _____ Town _____
 Purpose of travel _____
(Program, please inclose invitation!)
IV. Modes of Transport (Please tick)
 Rail Air Ship Rental car Private car Company car Taxi
 Justification for using (rental) car/Taxi _____

V. Combining travel with vacation or private purposes
 no yes, place _____ from _____ until _____

VI. Reimbursement
 in full pro rata at _____ €

 Kostenstelle _____ Fonds _____ Sachkonto _____
 PSP-Element _____ Sachkonto _____

Advance payment requested to account IBAN: _____ BIC _____

I declare that for the journey in this application no costs other than those stated above are being reimbursed and that it is not undertaken for primarily personal reasons. I further affirm the correctness of the information provided..

Date _____ Signature _____

Not to be filled in by applicant!	
1. Statement and approval of supervisor	
Date _____	Date _____
Secr. _____	Phone _____
This travel is necessary and funding is available for the following reimbursements:	
<input type="checkbox"/> pro rata at _____ €	or _____ %
accord. to BRKG: <input type="checkbox"/> yes <input type="checkbox"/> no	
including per diem: <input type="checkbox"/> yes <input type="checkbox"/> no	
Car rental/Taxi: <input type="checkbox"/> yes <input type="checkbox"/> no	
Use of car: <input type="checkbox"/> short distance (€0.20 per km, max. 130 €)	
<input type="checkbox"/> long distance (0.30 €)	

2. Might need to be approved by VC (only in case of third party funding)	
U.R.	
II RK _____	
to VC _____	
m.d.B.u. statement if there are special regulations for the above project.	
<input type="checkbox"/> NO, thus calculation according to BRKG	
<input type="checkbox"/> YES, namely as follows: _____	
Signature VC _____	
3. Advance payment by II RK	
a. Amount of advance	
HÜL no. _____	ab an UK _____ Festst. _____
b. Wv in expense account	
I.A. _____	

Signature

If applicable, signature of faculty

OFD notification as part of closing accounting