

# Application of a business trip

## Applicant

.....  
Title Surname, First name

.....  
Faculty/ Department

## Destination

.....  
Country

.....  
Town/ City (All locations shall be noted)

**Duration:** on/from ..... to/until .....

## Purpose of the trip

(Please enclose programmes, invitations, etc.)

- Project preparation or -implementation     Reviewer Activity     Escorting an excursion     Conference, Workshop  
 Supporting Knowledge transfer     Administrative business/ administration     .....

**Inviting Department:** .....

## Assignment

Starts from ..... at ..... Ends at ..... at .....

- from residence     from office     from vacation location     to residence     to office     to vacation location

## Transport

- train     long distance bus     flight     hired car     Car Cat. I     company car

additionally justification:     Business Class     1. Class (train)     Car Cat. II     flights within Germany

## Expected expenses

The declarations are required for reimbursement.

**Travel expenses**     no     yes ..... Euro    **Attendance fee**     no     yes ..... Euro

**Daily allowance/ catering**     no     yes ..... Euro    **Add. expenses**     no     yes ..... Euro

**Accommodation**     no     yes ..... Euro     yes, above maximum rate; see enclosed justification

**Total of expected expenses** ..... Euro

## Reimbursement of travel expenses (HU)

(according to BRKG or LBG §77)

- none     full     partial, in the amount of ..... Euro or ..... %

based on another attached commitment/ specification

## Reimbursement of travel expenses from other sources/third-party-funded

- no     yes, the actual information is given in the description of the itinerary

## Combination of business trip with a vacation

Please see part 4.3 of the [Ausführungsbestimmung zur Dienstreiseordnung](#).

- no     yes, holiday destination(s) ..... from ..... to/until .....

## Statement

I assure the completeness and accuracy of all of my information provided above. Furthermore, I undertake to submit the authorization, all cost documents and necessary documents in the original.

The deadline for accountings is six months. If a third-party project through which the trip is financed ends within these six months, the settlement must be made no later than four weeks before the end of the project.

I am informed that, after that period, the application for reimbursement of travel expenses will be rejected

**Date/Signature** ..... **phone:** ..... **E-Mail:** .....

## **APPROVAL OF THE BUSINESS TRIP**

The approval decides on the necessity of the business trip, the allocation of funds and the appropriateness of the reimbursement requested.

**Application of** ..... **Duration at/from** ..... **until** .....  
**Destination** ..... **Town, City** .....

### **1. Statement of the supervisor**

- The business trip is necessary  no  yes
- Flight approval  no  yes
- Business Class (Flight) - approval  no  yes
1. Class (Train) - approval  no  yes
- Car Use - approval  no  yes
- distance compensation (HU Berlin is not liable for material damage, 0,20 Euro per km, max. 130,00 Euro)
  - distance compensation (HU Berlin is liable for material damage, 0,30 Euro per km)
  - driving as passenger advocated
- Are there convincing reasons for hiring a car?  no  yes
- Accommodation is above the maximum rate – enclosed justification accepted  no  yes
- The requested business trip is advocated**  no  yes

#### Approved reimbursement of expenses

The accounting is based on the BRKG and § 77 LBG up to the amount of the requested costs.

in full  none  partial, in the amount of ..... Euro or ..... %

with the following changes: .....

Project-Nr. (PSP-Element) \_\_\_\_\_

**Date/Signature** .....

**Telephone:** .....

### **2. Statement of the financial manager**

- Available funds for the business trip:  no  yes
- Ledger account (travel expenses) \_\_\_\_\_  Project subject to VAT, commercial operation
- Ledger account (other expenses) \_\_\_\_\_  EU-Project (Research Service Centre)
- Project-Nr. (PSP-Element) \_\_\_\_\_
- Reimbursement:
- full  none  partial, in the amount of ..... Euro or ..... %
- with the following changes: .....
- The deviating directives of the donor are attached:  no  yes

**Date/Signature** .....

**Telephone:** .....

### **3. Approval**

- The business trip as requested and advocated above will be  approved  declined
- approved, with the following changes: .....

**Date/Signature** .....

**Telephone:** .....

Presidential Committee, Dean (or authorised representative or Head of Division)