



# Application of a business trip

## Applicant

Surname, Name .....

Faculty + Department .....

## Place of business

Country .....

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

I am employed at HU Berlin

no  yes

**If no:**

Date of birth: (dd.mm.yyyy) .....

Tax-ID: .....

Resp. Tax-Office: .....

For stays abroad HU-Employees need additional documents. (e.g. A1-Certificate / Posting-Certificate)

You have to apply this form here at the [Intranet](#)

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

= Duration of absence

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

## Purpose of the trip

(Please enclose programmes, invitations etc.)

Project preparation or -implementation  Appraisal activity  Accompaniment of excursions  Conference, Workshop  
 Supporting knowledge transfer  Administrative tasks / administration  .....

**Inviting Institution:** .....

## Duration of business

Start on ..... at ..... hours End on ..... at ..... hours

## Means of Transport

Train  Long-distance Bus  Flight (*only abroad*)  Car rental  Kfz Cat. I  Company vehicle

Additional justification is mandatory:  Business Class  1. Class Train  Kfz Cat. II

Justification: .....

## Expected expenses

The declarations are required for reimbursement

**Travel expenses**  no  yes ..... € **Conference fee**  no  yes ..... €

**Daily allowance**  no  yes ..... € **Add. expenses**  no  yes ..... €

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

**Total of expected expenses** ..... €

## Reimbursement of travelling expenses by Humboldt University

(in accordance to BRKG or §77 LBG)

none  full

(on the basis of another attached commitment / specification (will be attached in digital form)

## Reimbursement of travel expenses by third parties

no  Yes, the actual details are given in the description of the itinerary.

## Combination of business trip with vacation / private stay

Please note point 4.3 of the [executing regulations of the Business Travel Regulations](#)

no  Yes, vacation location: ..... from: ..... to: .....

### Statement:

I hereby confirm that the information I have provided above is complete and correct. Furthermore, I undertake to attach all receipts and necessary documents to this application in digital form.

The deadline for accounting is six months from the end of the business trip. If a third party funded project through which this trip is financed ends within this six-month period, the travel expense statement must be submitted no later than four weeks before the end of the project. I have been informed that the application for reimbursement of travel expenses will be rejected after this deadline.

.....  
 Date Signature of the applicant Phone e-Mail



## Approval of the business trip

The authorisation decides on the necessity of a business trip, the provision of funds and the appropriateness of the requested reimbursement of costs.

Application from: ..... from .....  
 Destination ..... Duration on/from ..... to/until .....

### 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  
 Vehicle use – approval  no  yes  
      Distance compensation (HU Berlin is not liable for material damage, 0,20 € per km, max. 130,00 €)  
      Distance compensation (HU Berlin is liable for material damage, 0,30 Euro per km)  
      Driving as passenger advocated  
 The reasons for renting a car are as follows - approval  no  yes  
 Accommodation is above the maximum rate - approval  no  yes  
**The requested business travel is advocated.**  no  yes

### Advocated reimbursement of costs

Accounting is based on the BRKG and/or §77 LBG up to the amount of the requested costs  
 full  none  partial, in the amount of ..... € or ..... %  
 with modifications: .....

Project-Nr. (PSP-Element)

Date: ..... Signature: ..... Phone: (030) 2093 - .....

### 2. Statement of the fund manager

Funds are available for the business trip  no  yes  
 Ledger (Main) Account .....  
 Project-Nr. (PSP-Element) up to ..... € or ..... %  
 Project-Nr. (PSP-Element) up to ..... € or ..... %

#### Reimbursement

full  none  partial, in the amount of ..... € or ..... %  
 with modifications: .....

The deviating guidelines and provisions of the third-party funder are attached  no  yes  
 digitally:

Date: ..... Signature ..... Phone: (030) 2093 - .....

### 3. Final Approval of the business trip

The business trip who applied and advocated is:  approved  declined  
 approved with modifications: .....

Date: ..... Signature: ..... Phone: (030) 2093 - .....  
Presidential Committee, Dean (or authorised representative or Head of Division)

**Note:** After approval or rejection, send one copy each to the applicant, the fund manager and supervisor by e-Mail.