

HUMBOLDT-UNIVERSITÄT ZU BERLIN



**TRAVEL AUTHORISATION REQUEST**

You can download forms and information regarding business trips at:  
<https://www.personalabteilung.hu-berlin.de/themen-a-z/reisekosten/>

I am employed at HU Berlin  no  yes  
 The trip is not related to a secondary employment.

**APPLICANT**

.....  
 Surname/Forename(s)  
 .....  
 Faculty/Department/Unit  
 .....  
 Street/Building

**Destination**

.....  
 Country  
 .....  
 Town/City (Please state all business trip locations)

**Duration**

on/from.....until.....

**Purpose of trip** (Please enclose programme, invitation etc.)

- Project implementation
- Project preparation
- Review activity
- Conference, workshop with presentation
- Conference, workshop without presentation
- Escort an excursion
- Administrative business/administration
- Knowledge transfer
- .....

**Assignment**

Begins on ..... at ..... hours / ends on ..... at ..... hours

- Outward journey:  from residence  from office  from holiday address
- Return journey:  to residence  to office  to holiday address

**Mode of transport**

- Train  Coach  Company car  Hired car - see enclosed justification
- Flight  Business class (flight)/1st class (train)
- Car cat. I - Mileage allowance (HU Berlin not liable for material damage, €0.20 per km, max. €130)
- Car cat. II - Trips of significant professional interest (see enclosed justification) – with third-party liability insurance, €0.30 per km
- other .....

**Estimated expenses** (required for reimbursement)

- Travel expenses**  no  yes € .....
- Attendance fee**  no  yes € .....
- Per diem/subsistence**  no  yes € .....
- Additional expenses**  no  yes € .....
- Accommodation**  no  yes € .....
- Accommodation is above maximum rate - see enclosed justification  no  yes
- Total of estimated expenses** € .....

**Reimbursement of travel expenses**

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

I am aware that the travel expenses will be reimbursed pursuant to the Federal Travel Expenses Act (BRKG) and LGB § 77. If the guidelines of the funding source determine other conditions, I shall enclose them.

**Statement: I will receive reimbursement from other sources.**

- no  yes, lump sum in the amount of € .....  flight  attendance fee
- yes, subsistence in the amount of € .....  daily  yes, free accommodation
- Other .....

**Combination of business trip with a holiday/personal trip**

- no  yes; holiday destination(s) ..... from ..... until .....

Please be sure to observe point 4.3 of the Implementation Regulations for the Business Travel Regulations (see Home Office - Legal Basis)!

**Statement**

I hereby duly confirm that the details given above are correct and complete.  
 I agree to submit the approval and all receipts for the expenses claimed and, where required, written justification(s)– all in their original form – to the Travel Expenses Office (III F) within the six-month deadline.  
 I am aware that any reimbursement claims made after this deadline will be rejected.

Date/Signature ..... Telephone: ..... E-Mail:.....

**1. APPROVAL OF A BUSINESS TRIP**

Approval confirms whether the business trip is necessary for professional purposes, whether funding shall be provided and whether the claimed reimbursement of travel expenses is reasonable.

**Application of Ms/Mr** ..... **from** (date) .....

**Destination** ..... **Duration** on/from.....until.....

**1.1 Statement of the supervisor**

Business trip is necessary for professional purposes  no  yes

Flight approval granted  no  yes

business class (flight) – approval granted  no  yes

1st class (train) – approval granted  no  yes

Use of own car – approval granted  no  yes

Mileage allowance €0.20 per km, up to the limit of €130.00; no liability for material damage

Mileage allowance €0.30 per km; with third-party liability insurance

Travelling as a passenger: approved

There are valid reasons for hiring a car  no  yes

Accommodation is above the maximum rates - enclosed justification accepted  no  yes

**The business trip is approved**  no  yes

Approved reimbursement of expenses

The reimbursement must be made pursuant to the Federal Travel Expenses Act (BRKG) and § 77 Berlin Public Servants Act (LGB) in an amount no higher than the expenses claimed.

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

subject to the following changes:

.....

(PSP-Element)

Project-No. . \_ \_ \_ . \_ \_ . \_ \_ \_

**Date/Signature** ..... **Telephone:** .....

**1.2 Statement of the financial manager**

Funds are available for the business trip according to statement.  no  yes

Project subject to VAT, commercial operation

ledger account  EU-project (Research Service Centre - SZF)

ledger account

(PSP-Element) Project-No. . \_ \_ \_ . \_ \_ . \_ \_ \_

\_\_ Reimbursement:

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

subject to the following changes:

.....

Any differing guidelines of the funding source are enclosed.  no  yes

**Date/Signature** ..... **Telephone:** .....

**1.3 Approval**

The business trip as described above is

approved  not approved

approved subject to the following changes: .....

.....

**Date/Signature** ..... **Telephone:** .....

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

Original to applicant  
Copy to financial manager