

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 yes no
 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/fromuntil.....

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

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

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

Estimated expenses (required for reimbursement)

| | | | |
|-----------------------------|--|----------------------------|--|
| Travel expenses | <input type="checkbox"/> no <input type="checkbox"/> yes € | Attendance fee | <input type="checkbox"/> no <input type="checkbox"/> yes € |
| Per diem/subsistence | <input type="checkbox"/> no <input type="checkbox"/> yes € | Additional expenses | <input type="checkbox"/> no <input type="checkbox"/> yes € |
| Accommodation | <input type="checkbox"/> no <input type="checkbox"/> 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

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/fromuntil.....

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:

.....

OKZ/Project code _____

Date/Signature **Telephone:**

1.2 Statement of the financial manager

- Funds are available for the business trip according to statement. no yes
- Chapter _____ Project subject to VAT, commercial operation
- Title/subtitle _____ EU project (*Research Service Centre – SZF*)
- OKZ/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*