



(Institute/Office)

Business Trip Application

at the expense of own budget resources or external funds
of the Institute/the Facility/the Department resp. without travel expenses being reimbursed

1	Applicant (surname, first name)		Street, postal code, town/city (private address) -, Tel. -work-			
2	Application for a:					
	<input type="checkbox"/> business trip (reimbursement of travel expenses)		<input type="checkbox"/> trip to prepare an excursion			
	<input type="checkbox"/> trip for a special occasion (travel grant)		<input type="checkbox"/> mandatory excursion			
	<input type="checkbox"/> trip without reimbursement of travel expenses		<input type="checkbox"/> voluntary excursion			
3	Type of trip:					
	<input type="checkbox"/> performing a business transaction		<input type="checkbox"/> congress, convention trip or the like			
	<input type="checkbox"/> training resp. further training trip		<input type="checkbox"/> lecture trip			
	<input type="checkbox"/> research, study trip					
4	Travel destination/itinerary (in case of several places):					
5	Purpose of the trip/detailed reasons for the necessity of the business trip (attach invitations, programs, etc.):					
6	Start of the business trip			Expected end of the business trip		Return on the same day
	Date	Time	from	Date	Time	
			<input type="checkbox"/> apartment <input type="checkbox"/> workplace <input type="checkbox"/> other place:			<input type="checkbox"/> apartment <input type="checkbox"/> workplace <input type="checkbox"/> other place:
7	Means of transport:					
	<input type="checkbox"/> Rail (corporate client discount, travel card, special; please observe special rates)					
	<input type="checkbox"/> Rail Card	<input type="checkbox"/> BC 25	<input type="checkbox"/> BC 50	<input type="checkbox"/> BC 100	<input type="checkbox"/> Bahn Card Business	
	<input type="checkbox"/> Long distance bus					
	<input type="checkbox"/> Local public transport					
	<input type="checkbox"/> Company car					
	<input type="checkbox"/> Hire car; Reason:					
	<input type="checkbox"/> Own private car <input type="checkbox"/> with recognized approval for business trip travel					
	<input type="checkbox"/> without valid reason					
	<input type="checkbox"/> with valid reason:					
	<input type="checkbox"/> place of business with public transport cannot be reached or only with difficulty					
	<input type="checkbox"/> performance of official business at various places					
	<input type="checkbox"/> taking along other persons participating in the business trip (state names): _____					
	<input type="checkbox"/> other valid reasons: _____					
	<input type="checkbox"/> Taken along in the car belonging to: _____					
	<input type="checkbox"/> Airplane (cost reimbursement only if use is necessary for special official reasons):					
	Expected costs: _____ Euro					
	Reason: _____					
8	Participation fees (without board and lodging): _____ Euro					
9	Financial contributions by third party:					
	- fee:	<input type="checkbox"/> no	<input type="checkbox"/> yes, totaling	_____ Euro		
	- transport/Travel expenses:	<input type="checkbox"/> no	<input type="checkbox"/> yes, totalling	_____ Euro		
	- free board and lodging:	<input type="checkbox"/> no	<input type="checkbox"/> yes			
	Financing through: _____					

Stuttgart, _____

Signature by applicant

By signing the signatory confirms that the given form text was not changed.

Attention: claims for travel expenses need to be made 6 months at the latest after the trip has finished!

(Please print the faculty resp. the institute or the facility stamp here)

Business trip approval

The trip applied for is

approved not approved as a business trip

The use of a private vehicle as well as taking other persons participating in the business trip along as applied for in number 7 is prescribed.

Approved with the following changes:

starting point of the business trip:

apartment

workplace

end point of the business trip:

apartment

workplace

means of transport: _____

The following is granted:

reimbursement of travel expenses according to the State Travel Expenses Act

reimbursement of travel expenses according to the guidelines of _____

a travel grant:

up to the amount of the proven costs

up to the amount of _____ €

train 2nd class corporate customer discount

reimbursement for the route

flight costs

daily allowance

overnight flat rates

overnight costs

overnight costs up to a maximum of _____ € per night

overnight costs up to a maximum of _____ % of the overnight flat rates per night

participation fees

miscellaneous: _____

A travel expenses reimbursement **cannot** be made, however the official interest in the trip is, however, acknowledged.

Travel warnings (partial travel warnings) regarding the place/s of destination have been requested from the Foreign Office.

Type of cost: _____

Cost center: _____

Funds: _____

Stuttgart, _____

Signature by applicant

By signing the signatory confirms that the given form text was not changed.

After the end of the trip:

Please submit the claim for travel expense with **original documents** and this approval to the Travel Cost Center.

English guide