



**Application for approval of business travel (in duplicate)**

Via **your supervisor** to the **approving office**  
(Faculty/Institute/Project head/central admin.)

**Important:** Submit your application at least **10 days prior to your business travel - in your own interest (insurance coverage!).**

**Family, given names; job title; phone no.; place of work (institute)**

**Destination**

**Purpose of travel** (for excursions, attach (prelim.) participant list:

**Personnel number:**

Include invitation/program/confirmation of place/email! Is it attached?

Yes  No, invitation by phone

Other **persons traveling with you (univ. employees; not guests):**

Colleagues traveling will also apply for reimb. of expenses. They may be listed on this form or submit their own

Start of travel Year: 20			travel/ absence:				Business/event				likely end			likely end			of business travel/ absence			daily return?
day/m	time	from	day/month	time	day/mont	time	day/month	time	day/month	time	at	at	at	at	at	at	at	at	at	
		<input type="checkbox"/> residence* <input type="checkbox"/> work place <input type="checkbox"/>																		<input type="checkbox"/> Yes <input type="checkbox"/> No

\* please give home address:

**When choosing the means of transport, business travelers must take into account the need for environmental protection as well as economic considerations.**

**DB customer no.: 61 01 677**  Train  I have a BahnCard  No  Yes, valid until

other regularly scheduled means of transport:

Plane give reasons:

Hire car give reasons (private use prohibited):

own car? (give reason):

bicycle, e-bike, Pedelec:

company vehicle

I expressly waive any claim for reimbursement of travel expenses from state funds or third-party funds.

Is the journey linked with **holiday travel/weekend?**

Yes:  prior to start of business travel

subsequent to business travel

No

Cost bearer:

Acct. assignment object (required: Cost center with fund OR WBS element OR internal order):

Cost center (7 digits)	Fund (4 digits)	WBS element / project (funded progr.)(10 digits)	Internal order (funded program) (10 digits)
			8

(Date, signature of applicant)

(Date, signature of supervisor)

**Decision on the application: The business trip has not been approved until the bottom right-hand corner has been signed and a cross placed in the "endorsement" box.**

With respect to the economical management of funds, the applicant must ascertain whether there is any more cost-effective means of accomplishing the official business prior to the travel application or approval.

Please read notes on page 2. Furthermore, ensure you are informed of any relevant international **travel warnings from the German Foreign Office**. If there are any, the business trip cannot be approved.

The journey is **endorsed** as business travel in accordance with § 2 (1) of the LRKG - with the following restrictions.

Notified of **absence on official business**

Travel expenses will **not be reimbursed**

We agree to reimbursement of travel expenses from the above fund (for travelers without employment contract or approved extern. collaborators).

Tübingen,

University of Tübingen  
President/ Dean/ head of institute/ project head  
Per pro. / By proxy



## Please note!

### 1. Are you planning a business trip?

- 1.1 Apply for **business travel approval, in writing**, at least ten days prior to the start of your journey. Use this form and submit two copies of it.
- 1.2 **Give sufficient reason/s** for your business travel; your application must show that the purpose of your travel could not be met in another way costing less (eg. correspondence, video conferencing). Please provide the **account assignment object** from which the travel expenses are to be paid (cost center, fund, PSP-Element, internal order).
- 1.3 Before you forward the application for approval of business travel, it requires **endorsement** from the head of the university institution employing you. The same applies to third-party funded bodies. In that case, travel must be endorsed by project manager/ SFB spokesperson.
- 1.4 In your own interest – **insurance cover** – do not start your journey until you have received written approval (duplicate of your application).
- 1.5 Compensation for property damage in accordance with § 47 of Landesbeamtenversorgungsgesetz Baden-Württemberg or § 80 of the Landesbeamtengesetz (LBG) will only be granted if there is a valid reason for using the vehicle. Valid reasons can be: the place of work is difficult or impossible to reach with regular public transport, significant time savings, etc.
- 1.6 If you are traveling to EU/EEA member states or to Switzerland, apply for an A1 certificate at least four weeks before the start of your journey. Further information can be found in the circulars 5/2019 and 06/2019.
- 1.7 If work-related travel (e.g. business trip, research stay) to a place outside Germany with special climatic and health conditions or to polar regions is planned, the employer is obliged to have an initial and follow-up occupational medical check-up carried out on the respective employees in due time in accordance with the ordinance on Occupational Health Care (ArbMedVV) Part 4 (1) 2. Further information at: <https://uni-tuebingen.de/de/254834>

### 2. Your business travel is over.

- 2.1 Compile a single copy of your **travel expenses claim form** (form available in the central administration download area, Division VI, Section 1, "Dienstreisen, Reisekosten, Exkursionen") and list your expenses. Describe the purpose of your travel in detail and answer all the questions.

**Please note the six-month time limit.**

- 2.2 In your travel expense claim form, include **receipts** (transport tickets, airline tickets, admission tickets) for which you claim expenses and for which no lump-sum compensation is granted (e.g. daily and overnight allowances); the **original of the business travel approval** must also be enclosed. If you have a large number of receipts, number them and assign the numbers to the items in the travel expense claim form.

If you claim costs for the use of a taxi or a rental car or additional costs for an overnight stay, please give detailed reasons for the **necessity** and include **taxi receipts**, rental car invoice or **hotel invoice** (duty of proof and justification).

- 2.3 Please also note in your statement any **benefits** you received from third parties for the same trip (e.g. travel expenses, fees, reimbursement of expenses). The same applies to **free food or accommodation**, even if these are included in conference fees or flight costs.
- 2.4 Submit your travel expense claim form to the person who signed your travel application for him/her to **endorse** your information.
- 2.5 Send the travel expense claim form to the central administration via the authorising office. Incomplete travel expense claim forms, missing receipts or the missing original travel approval form **delay processing and payment**.