

Please observe the notes on page 3

Trip number: .....

**Application for approval of a  Business trip  Short business trip**

Name, first name of applicant, university institute	Position, Salary/payment class / if applicable please check contract with <input type="checkbox"/> Med. Center <input type="checkbox"/> Med. faculty	
	E-Mail	Official phone no.
	Address	Secondary residence <input type="checkbox"/> no <input type="checkbox"/> yes in: _____
	Bank details for the transfer of the reimbursement of travel expenses IBAN-number:	
Bank institute:		BIC:

**Travel destination:** \_\_\_\_\_

**Travel purpose:** \_\_\_\_\_

**Other participants:** \_\_\_\_\_

Scheduled itinerary:	Begin of trip	Begin of official activity	End of official activity	End of trip
	Date, time	Date, time	Date, time	Date, time
Begin of trip at:	<input type="checkbox"/> domicile _____	<input type="checkbox"/> agency _____	<input type="checkbox"/> different place: _____	
End of trip at:	<input type="checkbox"/> domicile _____	<input type="checkbox"/> agency _____	<input type="checkbox"/> different place: _____	

The business trip is connected with a holiday trip / private trip  
 no  yes, from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_

**Means of transport:**

Train with:  GKR and  BahnCard \_\_\_\_  SBB HA 50 etc.  Lift shared with: \_\_\_\_\_

Car admitted for business trips  Private car (reason): \_\_\_\_\_  
Reason: \_\_\_\_\_

Staff car  Flight (reason): \_\_\_\_\_

\_\_\_\_\_ e.g. Airport bus, rented car, etc.  Frequent-flyer miles (miles acquired on business must be used)

**Financing office:**

Cost department:	Fonds:	Project number:	Cost estimation

**Information on teaching:** (if the trip takes place during the lecture period – employees with teaching assignment)

The following classes	will be postponed to	will be substituted by

**For trips of all lecturers during the lecture period**

\_\_\_\_\_  
Date Applicant Superior Dean

**Dienstreisegenehmigung Universität Freiburg  Rektorat  Universitätseinrichtung (Stempel)**

Ich genehmige die/den  Dienstreise  Reise  Dienstgang (Zuständigkeit siehe Seite 3)

mit Reisekostenvergütung in voller Höhe entsprechend dem LRKG  
 mit folgender Einschränkung : im Rahmen der eigenen Institutsmittel/Drittmittelbewilligung / bis zu einer Höhe von \_\_\_\_\_ €

Der Benutzung des beantragten Beförderungsmittels stimme ich  zu  nicht zu.

**Costs shared with other participants:**  no  yes : applications are enclosed (only joint accounting is possible)

Application for the reimbursement of travel expenses (to be completed by the applicant after the end of the trip)	I apply for <input type="checkbox"/> daily allowance <input type="checkbox"/> overnight accommodation allowance		<b>Costs/explanations</b>
	<b>Begin of the trip on</b> _____ <b>at</b> _____ <b>o'clock</b> from _____ to _____		
	Begin of trip at <input type="checkbox"/> domicile <input type="checkbox"/> agency <input type="checkbox"/> different place:		
	<input type="checkbox"/> Train: <input type="checkbox"/> GKR <input type="checkbox"/> BC _____ <input type="checkbox"/> Private car <input type="checkbox"/> Staff car <input type="checkbox"/> Shared lift with _____ <input type="checkbox"/> Flight <input type="checkbox"/> Car admitted for business trips <input type="checkbox"/> _____ <input type="checkbox"/> Frequent-flyer miles		
	<b>Arrival at destination on</b> _____ <b>at</b> _____ <b>o'clock</b>		
	<b>Begin of official activity on</b> _____ <b>at</b> _____ <b>o'clock</b> Travel expenses at destination <input type="checkbox"/> ÖPNV <input type="checkbox"/> car <input type="checkbox"/> other <input type="checkbox"/> Taxi (reason): _____		
	<b>End of official activity on</b> _____ <b>at</b> _____ <b>o'clock</b>		
	<b>Departure from place of activity on</b> _____ <b>at</b> _____ <b>o'clock</b> from _____ to _____		
	<b>End of trip</b> _____ <b>at</b> _____ <b>o'clock</b> End of trip at <input type="checkbox"/> domicile <input type="checkbox"/> agency <input type="checkbox"/> different place:		
	<input type="checkbox"/> Train : <input type="checkbox"/> GKR <input type="checkbox"/> BC _____ <input type="checkbox"/> Private car <input type="checkbox"/> Staff car <input type="checkbox"/> Shared lift with _____ <input type="checkbox"/> Flight <input type="checkbox"/> Car admitted for business trips <input type="checkbox"/> _____ <input type="checkbox"/> Frequent-flyer miles		
	When using a car /car admitted for business trips		Kilometres driven
	Passenger (Name, first name)	Institute	taken from-to, kilometres
	<b>For business trips abroad:</b> <b>Border crossings/landings</b> place, date, time (all border crossings – particularly when travelling through several countries; - also stopovers, if longer than 2 hours (please enclose flight schedule))		
	Outward journey:		Return journey:
	<b>Border crossing/s during the stay:</b> <b>Additional costs</b> (costs required to carry out the business activity) <input type="checkbox"/> Conference fee (enclose invoice and receipt of payment) <input type="checkbox"/> Parking fee (if car approved for good reason) <input type="checkbox"/> Internet (explain business requirement) <input type="checkbox"/> _____		
<b>Costs of accommodation</b> <input type="checkbox"/> Hotel or sim. <input type="checkbox"/> with bf <input type="checkbox"/> w/o bf <input type="checkbox"/> FB <input type="checkbox"/> private accommodation <input type="checkbox"/> gratuitous accom. (by organizer) <input type="checkbox"/> incl. in conference fee <input type="checkbox"/> with bf <input type="checkbox"/> w/o bf <input type="checkbox"/> with bf <input type="checkbox"/> w/o bf			
<b>Meals</b> (please answer all questions) received gratuitously <input type="checkbox"/> no <input type="checkbox"/> yes, please explain : Date bf//d incl. in conference fee <input type="checkbox"/> no <input type="checkbox"/> yes, please explain : Date bf//d during flight/journey <input type="checkbox"/> no <input type="checkbox"/> yes, please explain : Date bf//d			
<b>Other benefits from third parties</b> <input type="checkbox"/> none <input type="checkbox"/> e.g. travel expenses, accom. costs, reimbursement _____ €			
<b>Please specify for longer stays (domestic over 8 days, abroad over 15 days)</b> Family status: _____ Own household: <input type="checkbox"/> no <input type="checkbox"/> yes			

I have received an advance payment (tickets, conference package etc.)  no  yes, \_\_\_\_\_ €

**I declare that the given information is correct** \_\_\_\_\_  
 Date \_\_\_\_\_ Signature of applicant \_\_\_\_\_

Note on the English version: The official language is German, in case of doubt, the German version shall prevail.

## Important Notes

(see also [www.zuv.uni-freiburg.de](http://www.zuv.uni-freiburg.de) „How do I?“ keyword Business Trips)

### I. About the application

1. Business trips may also be approved if funds (institute or third-party funds) are available. Powers for the approval of business trips are divided as follows:

The **Central university administration** is responsible for the approval of business trips

- at the expense of central means of the university (title 527 01, BA 2165)
- financed by institute funds (title groups 70, 71, or 96)
- for trips to non-European countries.

#### Exceptions:

Faculty of Forest and Environmental Sciences with the following institutes:

- Institute of Silviculture
- Institute of Forest Growth
- Institute of Forest Utilization and Work Science
- Institute of Forest Botany and Tree Physiology
- Institute of Forest and Environmental policy

Physics institute (title 546 71), as far as the trips take place within the framework of associated research.

Trips at the expense of title group 71 in the Faculty of Forest and Environmental Sciences are approved by the dean or the director of the institute.

Trips that are to be paid for by **third-party funds** (e.g. DFG, BMFT, donations) have to be approved by:

- University administration for all trips to non-European countries
- Project manager if the employees (apart from her/himself) travel within the purpose of the allocation
- For the rest dean

2. In your own interest, do not begin a business trip before having received the written approval.

3. Train tickets have to be ordered at the Schwarzwald-Reisebüro, the agreed conditions are taken as a basis for accounting.

4. Frequent flyer miles have to be collected with business-motivated air trips, these miles must be used for official flights only.

### II. About accounting

1. Enclose **all original receipts** for the incurred costs (e.g. tickets, seat reservations, parking tickets, admission tickets, conference fees, costs of accommodation, taxi receipts (with explanatory statement)).

2. **Allocations of third parties** received (e.g. tickets, cost of room and board, remuneration, gratuitous room or board) have to be specified.

3. For trips abroad, the date and time of crossing the border have to be indicated, for air trips, date and time of landing.

4. The application for the reimbursement of travel expenses has to be submitted to the travel cost centre of the administrative board (Rektorat) at the latest **within six month** after the end of the trip.

#### **Explanation of abbreviations:**

BC = BahnCard

GKR (Großkundenrabatt) = Corporate discount

ÖPNV (Öffentlicher Personennahverkehr) = local public transport