

Application for the approval of business travel

- as provided by accident cover reimbursement from federal funds
 reimbursement of travel costs from cost centre _____ excursion
 flat-rate business travel authorisation

Please mark with cross or complete as applicable			
1	Applicant (surname, first name):	Internal phone no.:	
2	Residence: Street:	Civil status: <input type="checkbox"/> married, single parent <input type="checkbox"/> single with household <input type="checkbox"/> single without household	State the distance between home and place of work (road distance in km) if it is at least 30 km _____ km
3	Destination/place of work (stating the full address, to the extent known):		
4	Purpose of business travel Further education yes <input type="checkbox"/> /no <input type="checkbox"/> (enclose programme if applicable)		
5	The following people will also take part in the business travel (name, title)		
6	Start date	Start of business matters	Expected return date
7	The business travel will be undertaken 7.1 <input type="checkbox"/> using regularly scheduled methods of transport 7.11 <input type="checkbox"/> by plane – justification required (no. 8) (only for domestic flights) 7.2 <input type="checkbox"/> using a company vehicle 7.3 <input type="checkbox"/> using privately owned vehicle 7.31 <input type="checkbox"/> for valid reasons involving the granting of the kilometre bonus pursuant to § 6 Section 1 Sentence 2 of the Land Travelling Costs Law (LRKG), because it is necessary to use a vehicle for business-related or compelling personal reasons – justification required (no. 8) 7.32 <input type="checkbox"/> without valid reasons involving the granting of the kilometre bonus pursuant to § 6 Section 1 Sentence 2 of the Land Travelling Costs Law (LRKG) 7.4 <input type="checkbox"/> as a passenger in the vehicle of		
8	Justification for no. 7.11 and/or 7.31 (see reverse for reasons)		
9	Representative	Endorsement of the representative	
<u>Note:</u> Reimbursement of travel expenses is to be claimed within six months of undertaking the business travel			

Return address field must be completed by the applicant.

(Place)

(Date)

(Signature)

Supervisor approval: _____

Justified reasons for travelling by plane

- time saving of at least three hours in each direction; or
- lower or same cost when compared with other regularly scheduled methods of transport.

Justified reasons for using a car

Business reasons exist if:

- use of regularly scheduled methods of transport leads to a considerable amount of extra time being taken. For long distance travel - more than 100 km in each direction - it is to be generally assumed that regularly scheduled methods of transport are to be used without a significant extra time cost, thus freeing up time for working; or
- on the outbound and inbound journey one or more people are carried as a passenger for business reasons for more than half of the total distance travelled; or
- heavy (at least 15 kg) and/or bulky work-related baggage is to be carried, which makes it unreasonable to use regularly scheduled methods of transport even when applying a strict standard; or
- using a motor vehicle enables work to be carried out in various places during the course of one day.
- If the distance between the place of residence and place of work is more than 30 km, the business travel is to be calculated on a notional basis (departure from and arrival at the place of work) if this is more cost-effective.

Compelling personal reasons will be deemed to exist if, among other things:

- it is unreasonable to expect those travelling on business to use regularly scheduled methods of transport (e.g. for severely disabled people in possession of an ID card with an orange coloured surface overprint, for those suffering from spinal illnesses or for those who are prohibited from carrying luggage following an operation); or
- a saving on the travel expense allowance can be made by using a private vehicle.
- **Guidance on insurance cover can be found on our service page (reimbursement, where applicable, €300)**

Our service page, which is constantly updated, can be found on the network under Administrative Department 3, sub section 3.6.

Business travel approval

1. The business travel is approved as requested.
2. Air travel is approved subject to the condition that the most cost-effective flight is to be found through a price comparison. Benefits obtained on business travel (e.g. "Miles & More" air miles) are to be used **exclusively** for business purposes.

As a general rule, only economy class fares can be reimbursed. Any business class reservations that are necessary must be approved in advance.

3. The business travel is approved, provided that
 - the per kilometre allowance is granted according to § 6 Section 1 of the Land Travelling Costs Law (LRKG)
 - the per kilometre allowance is granted according to § 6 Section 2 of the Land Travelling Costs Law (LRKG)
 - company vehicle rental car
 - regularly scheduled method of transport (excluding air travel) ... is to be used

(Please state our BMIS no. 420 12 01 with every purchase of German Rail (DB) tickets)

4. To

Mr/Ms

with the request to notify the representative.
The business travel approval is to be enclosed with the travel expenses claim.

(Institute pp.)
(Building, Level, Room)

Revised: 30.01.2009

Bochum,

Tel.: 27835

For and on behalf of