

Please note that ONLY the German version of this document is legally binding and has to be signed.
The English translation is provided to help you fill out the original German document.

I. **Application for approval¹ of an official journey² or a training journey³**

All travel expenses claims must be made within 6

Please refer to information sheet R0010

From	Day	Month	Year	to	Day	Month	Year	=	Days	Nights

LAST NAME, first name ¹ <input type="checkbox"/> Mr <input type="checkbox"/> Ms	full address ⁵		
Reference number LfF (see LfF salary statement)	Official title	Pay grade (BesGr./EGr.)	Office phone
Place of employment, full address	Destination(s), full address(es) ⁵ - purpose of journey Please attach the schedule, invitation ⁴ or similar.		
	Time and date of journey Start: End: Personal visit (cost comparison ^{5.2}): from to		
For consulting or lectures: Was an additional fee ¹¹ paid?	<input type="checkbox"/> Yes		
Start of the official journey ^{5.2} at place of employment <input type="checkbox"/> at place of residence; see note 5.1 (cost comparison ^{5.2}) <input type="checkbox"/> at alternative address (cost comparison ^{5.2})	End of the official journey ^{5.2} at place of employment or <input type="checkbox"/> at place of residence; see note 5.1 (cost comparison ^{5.2}) <input type="checkbox"/> at alternative address (cost comparison ^{5.2})		

Additional participants and reason for official presence (e.g. to give a lecture)⁶

Last name, office, title, participation reason
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Means of travel⁷ (including travel to and from stations or airports)

<input type="checkbox"/> Private vehicle without due cause <input type="checkbox"/> Official vehicle <input type="checkbox"/> Deutsche Bahn ⁸ (customer no. 7201314) <input type="checkbox"/> BahnCard Business (can be combined with customer no.) <input type="checkbox"/> BahnCard <input type="checkbox"/> Passenger in vehicle of: <input type="checkbox"/> Other means of transport: The use of public transport (for example, bus, subway, regional transport) is generally permitted.	<input type="checkbox"/> Private vehicle ⁹ / <input type="checkbox"/> Hired vehicle for the following reason: <input type="checkbox"/> The destination cannot be reached on time by other means of transport <input type="checkbox"/> Travelling with at least one official passenger <input type="checkbox"/> Official business at several locations with insufficient transportation <input type="checkbox"/> Schedule constraints <input type="checkbox"/> Disability (proof required) <input type="checkbox"/> Long distance <input type="checkbox"/> Bulky or heavy luggage (over 10 kg) <input type="checkbox"/>
<input type="checkbox"/> Flight; reason (for domestic flights only):	

- If an official journey is combined with a private visit, a cost comparison must be carried out with flights on the dates for the official journey **in advance**.
- If a journey made by aeroplane or by train is started/ended at a location other than the place of employment, a cost comparison must be carried out with the route to/from the place of employment **in advance**^{5.2}.

Travel expenses¹⁰

Accounting department: Chapter Title AOST. no.	The employee waives the right to reimbursement of all costs <input type="checkbox"/> <input type="checkbox"/> Daily allowance
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Confirmation of the necessity and economic feasibility of the journey Financial arrangements are approved.	
Date	Disciplinary manager
Employee signature	

II. **Approval¹**: see the notes on travel authorisation form (R0010) for information on responsibility for approval

Approved as <input type="checkbox"/> Official journey <input type="checkbox"/> Training journey by <input type="checkbox"/> Rail <input type="checkbox"/> Customer number: 7201314 (rail ticket/rail tickets with BahnCard Business) <input type="checkbox"/> Bahncard (railcard) must be used <input type="checkbox"/> Flight ⁷ <input type="checkbox"/> Hired vehicle <input type="checkbox"/> Official vehicle <input type="checkbox"/> Passenger in vehicle of: <input type="checkbox"/> Private vehicle without due cause --> No comprehensive vehicle insurance! ^{3.7} <input type="checkbox"/> Private vehicle with due cause --> For official journeys with comprehensive vehicle insurance In accordance with Section 5(1)(3) and Section 6(7) of the Bavarian Travel Expenses Act (Bayerische

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Reisekostengesetz, BayRKG), the travel expenses will only be remitted from the place of employment to the place of business and back independently of official approval.⁶

Erlangen/Nuremberg _____

Signature of head of Institute/University Administration¹

- III. **Return to employee/Notes in information sheet R0010!**
(<http://www.zuv.fau.de/einrichtungen/personalabteilung/handbuch-personal/dienstreisen/formulare/>)