Information on general authorisation for business travel

Appendix:
Application for general authorisation for business travel

Dear employee,

We would like to take this opportunity to remind you of the option to apply for a general authorisation for business travel.

The Bavarian Travel Expenses Act (BayRKG) allows general authorisation for business travel to be granted in the following instances:

1. Employees who are required to travel regularly to the same destination or the same region for business purposes
2. Employees who repeatedly have to travel to different destinations to conduct business of a similar nature.

I would like to give you a brief explanation of what this means.

1. In the case of different business conducted regularly at the same destination or in the same district, you have to state the specific destination (e.g. Berlin, Munich, Hamburg, Mittelfranken, Oberbayern etc.). The business travel may also be to destinations outside Germany (e.g. Paris (France), London (Great Britain), etc.).
2. It is also possible for general authorisation for business travel to be granted for Germany as a whole.

The prerequisite for this is that several journeys must be taken regularly for business of a similar nature. This business has to be stated explicitly in the application. Similar should not be understood as entirely identical. It can be taken to refer to different types of business all relating to the same research project or business conducted within the context of a research collaboration.

The individual business stated above and referring, for example, to planned research, may involve participation in conferences, project discussions, company visits, workshops etc.

Please note that the general authorisation for business travel only applies to business travel to and from the employee’s place of business or residence relevant for travel expenses purposes without involving a private stay. You must state your place of residence that is relevant for travel expenses purposes.

A revised application form for general authorisation for business travel is attached. This circular and the application form are available in the Human Resources Handbook at https://www.verwaltung.zuv.fau.de/personalhandbuch/dienst-und-fortbildungsreisen/.

Please feel free to contact the staff at the travel expenses office if you have any questions.

Kind regards,

Kunath
Oberregierungsrätin