



# APPLICATION

for  a job-related trip     leave of absence     education and training

## I. Personal details of the applicant

Name, First name, personnel number:  
 Employee     doctoral candidate     student with/without research assistant contract (HiWi-Vertrag)

Institute: \_\_\_\_\_ Phone: \_\_\_\_\_

## II. Details of the journey

Destination: \_\_\_\_\_

Starting date: \_\_\_\_\_ Returning date: \_\_\_\_\_

Purpose of the journey / Name of the scientific event (please enclose invitation, program, etc.): \_\_\_\_\_

Official purpose (an explanation is mandatory): \_\_\_\_\_

Official fellow traveler(s): \_\_\_\_\_

Transportation:     train/bus     private car (Max. of refund: 130 EUR)     staff car  
 rental car/taxi (good reasons must be provided and an approval by "Reisekostenstelle" [Travel Reimbursements] is required in advance)  
 flight (explanation): \_\_\_\_\_  other (please state): \_\_\_\_\_

A holiday or other private trip is associated with this journey:  
 no     yes, from \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ .

I am not applying for travel reimbursement  
 I am applying for a travel allowance of \_\_\_\_\_ EUR  
 I am applying for reimbursement under the German Travel Expenses Act.  
 travel costs are paid in whole     or in part     by a third-party:  
sponsor: \_\_\_\_\_  
 I am applying for approval to accept travel reimbursement from a third party (according to §7 "Universitäts-Drittmittelrichtlinie" [University third-party funding policy])

Note: Please check that the document has been filled completely. Otherwise, the application cannot be accepted.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## III. Approval by superior

The journey is advocated for the following official purposes (please specify):  
.....  
.....

Compensation for travelling will be paid from  budget     third-party funds  
.....

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## IV. Confirmation of fund management

The journey will be paid from \_\_\_\_\_, funds are available.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_