

Travel expenses can only be reimbursed if the necessary paperwork is submitted within 6 months. After this period, any received advance payments must also be repaid.

| | | | | | |
|--|--------------------|---------------------|---|---|------------------------|
| Request for authorisation of a/n | | official journey | | training journey | |
| On/from (date) | | To (date) | | = | day(s) |
| Place(s) of official business, purpose of journey (please submit programme, invitation or similar) | | | | | no documents available |
| | | | | Date and time of official business | |
| | | | | Start (date, time): , | |
| | | | | End (date, time): , | |
| Departure from | Place of residence | Place of employment | Is it possible to return daily? | yes | no |
| Person requesting journey (full name and address) | | | | | |
| | | | | | |
| Organisational unit at the University of Passau | | | | Room number (for return by internal mail) | |
| | | | | | |
| Accompanied by (full name) | | | Reason why more than one person needs to attend: | | |
| | | | | | |
| Means of transport: | | | | | |
| Deutsche Bahn (train) (customer no. 7200266) | | | Private car without good reason | | |
| BahnCard Business (can be combined with customer no.) | | | Private car with good reason (please specify): | | |
| private BahnCard | | | The destination cannot be reached on time by other means of transport | | |
| Deutschlandticket | | | Travelling with ____ further official passengers | | |
| Employer-provided car | | | Heavy (over 10 kg) or bulky luggage | | |
| Accompanying passenger with | | | Other (specify below): | | |
| Aeroplane Rental car → reason(s) (specify below): | | | | | |
| Travel expenses | | | | | |
| An advance payment of EUR _____ is requested. | | | Journey to be financed from project funds (please specify project and cost centre): | | |
| The employee waives the right to reimbursement of travel expenses | | | Journey to be financed from DR 40 (formerly TG 73) | | |
| The employee waives the right to reimbursement of the following travel expenses: | | | Travel expenses are reimbursed by a third party: | | |
| Transportation Accommodation Meals | | | in part in full | | |
| Accommodation Cost of meals is provided free of charge by the employer or the visited party. | | | | | |
| When travelling to non-EU states , it is ensured that the export control regulations are complied with; for further information visit Universität – Leitung- und Gremien – Universitätsleitung – Büro-des-Kanzlers - Exportkontrolle | | | | | |
| I confirm that the information given is correct and complete. I have read the information on data protection. | | | | | |
| I hereby declare according to my official obligations as a civil servant (Beamter/in): (Only to be completed by professors) | | | | | |
| My courses are not affected by the official journey (no replacement, rescheduling or cancellation). | | | Replacement or rescheduling of courses will be necessary. The dean has been informed of the teaching dates. | | |
| Confirmation of the necessity and economic feasibility of the journey | | | | | |
| [Please complete the German form -- do not write here] | | | [Please complete the German form -- do not write here] | | |
| Date, signature of person requesting travel authorisation | | | Date, supervisor's signature | | |

IMPORTANT: This English translation is only provided to aid your understanding and does not have legal effect. Please only fill in and sign the German version. Only the German version is legally binding.

| To be completed by the supervisor and returned to the employee requesting journey | | | | | |
|---|-----------------------|---|-----------|------------------|-----------------------|
| The journey | is approved as | | | official journey | training journey |
| | using | train | aeroplane | rental car | employer-provided car |
| is not approved | | own car (without good reason). | | | |
| | | own car (good reasons for use of car are recognised). | | | |
| does not | | accompanying passenger with..... | | | |
| require approval | | | | | |
| Budget implementation: Accounting department: Cost centre: | | | | | |
| Passau, (date) (Supervisor's signature) | | | | | |

Further information on the processing of your data and your rights concerning this data processing is available online at [Beschäftigte – Personal von A bis Z – Dienst- und Fortbildungsreisen – Datenschutzinformationen zu Reisekosten](#).

For information only. Please complete the German form.