

Business Trip Authorisation Application

(Application: 1st Page; Authorisation: 2nd Page)



Georg-August-Universität
Göttingen

Surname, First Name	University Department:	Phone:
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Reason / occasion for the Business Trip and justification, if applicable, for the **necessity of participation of more than one person** on the business trip (list of the other people to be included in "Remarks" below)

Departure from	Commencement of the business trip	Date	Time
Route	Beginning of business activity		
Destination:	End of business activity		approx.
Return to	End of the business trip		approx.

Means of transport

Outward journey:	<input type="checkbox"/> rail/bus <input type="checkbox"/> official car <input type="checkbox"/> private car* (Section 5 (2) of the German Travel Expenses Act [BRKG]; application limited, see enclosure) <input type="checkbox"/> private vehicle (Section 5 (1) of the German Travel Expenses Act) <input type="checkbox"/> plane <input type="checkbox"/> co-passenger* <input type="checkbox"/> other*
Return journey:	<input type="checkbox"/> rail/bus <input type="checkbox"/> official car <input type="checkbox"/> private car* (Section 5 (2) of the German Travel Expenses Act; application limited, see enclosure) <input type="checkbox"/> private vehicle (Section 5 (1) of the German Travel Expenses Act) <input type="checkbox"/> plane <input type="checkbox"/> co-passenger* <input type="checkbox"/> other*

* Explanations, e.g. co-passenger, rental car, taxi, other:

I have a Deutsche Bahn Rail Card (BahnCard): ☐ no; ☐ yes, ☐ BC 25 ☐ BC 50 ☐ BC 100 ☐ Business ☐ regular

I have a discount card (monthly pass / Deutsche Bahn "Job-Ticket" etc.)

☐ no; ☐ yes, for the route

☐ Travel costs will be borne by a third party (external = no order, not a cost centre of the University. A photo copy of the declaration regarding assumption of costs is attached).

I **irrevocably** waive (does not apply to daily allowance)

If a meal is officially provided to me free of charge, I will indicate this even if I fully or partially waive reimbursement of other travel allowances.

The business trip is being undertaken in conjunction with a vacation: ☐ no ☐ yes, and for _____ days

If an official business trip is undertaken in conjunction with a vacation / time-off in lieu / time off work, for a period exceeding 5 working days, the reimbursement of travel costs is limited (Section 13 of the German Travel Expenses Act)

Accommodation: ☐ no ☐ yes: approximate cost of all accommodation, including breakfast, if applicable (total): €

☐ Justification for enhanced accommodation costs attached as an enclosure.

Estimated total cost of the business trip: € from cost centre / internal order:

Comments or explanations of the person undertaking the business trip:

Other participating persons (a separate application must be made by each person):

Other explanations of the persons undertaking the business trip:

I confirm having taken note of the following:

The deadline for settlement of travel expenses is six months. In case of business trips to foreign countries, possession of **valid travel documents** must be ensured.

Signature, date: Person undertaking the business trip	Representation, if necessary. (name, initials, phone No.)	Approved (supervisor's initials, date)
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Obtain business trip authorisation on the second page!

Authorisation

Cost centre/internal order	Estimated total cost of the business trip (€):	Resources <input type="checkbox"/> are available <input type="checkbox"/> are not available <input type="checkbox"/> are not required
Means of transport (as requested, otherwise as checked)	Outward journey: <input type="checkbox"/> rail/bus <input type="checkbox"/> official car <input type="checkbox"/> private car* (Section 5 (2) of the German Travel Expenses Act; application limited, see enclosure) <input type="checkbox"/> private vehicle (Section 5 (1) of the German Travel Expenses Act) <input type="checkbox"/> plane <input type="checkbox"/> co-passenger* <input type="checkbox"/> other*	
	Return journey: <input type="checkbox"/> rail/bus <input type="checkbox"/> official car <input type="checkbox"/> private car* (Section 5 (2) of the German Travel Expenses Act; application limited, see enclosure) <input type="checkbox"/> private vehicle (Section 5 (1) of the German Travel Expenses Act) <input type="checkbox"/> plane <input type="checkbox"/> co-passenger* <input type="checkbox"/> other*	
<p>* When using a private car within the meaning of Section 5 of the German Travel Expenses Act:</p> <p><input type="checkbox"/> Section 5 (1) of the German Travel Expenses Act (distance compensation € 0.20 / km up to € 60.00, without property damage insurance)</p> <p><input type="checkbox"/> Section 5 (2) of the German Travel Expenses Act (distance compensation € 0.30 / km up to € 60.00, with property damage insurance)</p>		

Remarks and explanations of the department which makes the decision on the application and / or the concerned co-signing authority
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<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Signature of the approving authority, date	Signature of the co-signing authority (e.g. cost centre officer; RK officer, Head of Department)
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* In general, business trips require prior written authorization or pre-approval by the competent department or office. The following authorities of the University Foundation are responsible:

a) Inland business trips

Up to 7 days = Director of the university department and for the central university administration: The director / head of department or chief of staff.

More than 7 days = The dean of the faculty and for the central university administration: The director / head of department or chief of staff.

b) Foreign business trips

Irrespective of the duration = The dean of the faculty and for the central university administration: The director / head of department or chief of staff.

c) Official travel by the heads of the central departments, and for heads of the departments and chiefs of staff units of the Central University Administration

Regardless of the duration and the destination = The member of the presidium concerned.

Surname, first name:

Business trip to:

Enclosure to the business trip application

In this case: A. Justification for the inevitability of higher accommodation costs
 B. Justification for the recognition of the significant promotion of the universities' interests in case of vehicle utilization

A. The higher accommodation costs incurred were unavoidable because:

- ☐ All participants in the official event (convention, congress, etc.) were accommodated at this hotel,
- ☐ Despite diligent efforts (Internet searches, hotel guides, phone enquiries) less expensive accommodation was not found; also due to trade fairs or other major events,
- ☐ The hotel was recommended by the event organizers (contingent usage),
- ☐ A lower priced hotel was located at a greater distance, and the additional transport costs would have resulted in higher total costs.
- ☐

B. Recognition of the significant official promotion of the official interests in case of use of a vehicle is applied for since:

- ☐ Immediately before the start of the business trip, other important departmental business affairs have to be attended to, which preclude the use of public transport / or travel by rail, since otherwise the place of business or the airport would be reached too late.
- ☐ The use of public transport / rail travel is not possible or is unreasonable because the scheduled departure takes place very early or the return flight very late.
- ☐ Immediately before the end of the business trip, other important departmental business affairs have to be attended to, which preclude the use of public transport / or travel by rail, since these could not be availed of in time.
- ☐ The place of business is not accessible via public transport / by rail.
- ☐ Business affairs must be attended to at several neighbouring business locations and the scheduled appointments cannot be kept if public transport / rail transport were to be used.
- ☐ This mode of transport - after conducting a comparative calculation - is found to be less expensive than the use of public transport / DB (e.g. when other team members have to be taken along).
- ☐ Bulky or heavy luggage (in excess of 25 kg) must be carried (excluding personal luggage).
- ☐ Highly sensitive electronic measuring equipment or other material and samples required for business purposes are to be carried along, the transportation of which is not feasible by public transport.
- ☐

I officially certify that the information given above is correct.

Date, signature