

- ☐ Application for Business Travel Authorisation
☐ Application for Promise of Reimbursement of Expenses
☐ Multiple business travel application authorization

Trip No.:

1. Personal Details			
Title, Full Name:		Home Address:	
Institute:	Phone (work):	E-Mail:	
IBAN:	BIC:	Bank:	
2. Travel Details			
Beginning of trip – Date:		Time:	End of trip – Date:
			Time:
<input type="checkbox"/> Residence	<input type="checkbox"/> Office	<input type="checkbox"/>	<input type="checkbox"/> Residence <input type="checkbox"/> Office <input type="checkbox"/>
Beginning of institute business – Date:		Time:	End of institute business – Date:
			Time:
Reasons for any discrepancy between time of travel and time of institute business (the employer's insurance cover does not apply to travel to and from business/research destination on private matters; when booking ticket for flight/train please attach an offer for comparison):			
Business destination / address:			
Purpose of trip (name of the conference, title of the the talk, type of activity - please attach invitation / programme):			
Invited talk: <input type="checkbox"/> No <input type="checkbox"/> Yes			
Other participants:			
3. Mode of Transport			
<input type="checkbox"/> Train (2nd class only)	<input type="checkbox"/> Other (e.g., rental car)	<input type="checkbox"/> Private car (pursuant to Section 5 (1) BRKG)*	<input type="checkbox"/> Public transport
<input type="checkbox"/> Plane	<input type="checkbox"/> Institute car	<input type="checkbox"/> Private car (pursuant to Section 5 (2) BRKG – only if use of a private car was in the clear interests of the Institute: separate application procedure applies!)	<input type="checkbox"/> Bicycle
<input type="checkbox"/> Shared car with			
*I am aware that the Forschungsverbund Berlin e.V. bears no liability for damage to property incurred by employees using a private car pursuant to Section 5 (1) BRKG.			
Reasons for use of rental car:			
For purposes of input tax deduction, please ensure that all invoices are issued to the address of. Forschungsverbund Berlin e.V. – fill in the name of the institute –, Rudower Chaussee 17, 12489 Berlin, Germany			
4. Estimated Costs			
		Estimated costs	Currency
Per diem for one-day trip			
Per diem for several-day trip:	days at	EUR	
Accommodation expenses:	nights at	EUR	
Travel expenses			
Car travel:	km at € 0.20 =	€ (max. € 130)	
Conference fee			
Additional expenses (approx.):			
Costs met by third party:	<input type="checkbox"/> No <input type="checkbox"/> Yes, to the amount of	(-)	
Own share of costs (e.g. per diem allowance)	<input type="checkbox"/> No <input type="checkbox"/> Yes, to the amount of	(-)	
Total:			

5.	Financial details	<input type="checkbox"/> Budget	<input type="checkbox"/> Project		
a)	Cost centre/object:	G/L account:	Commitment item:	Commitment fund centre:	MR / MB / Pos.:
b)	The Institute trip will be combined with a holiday or other personal travel: Destination: _____ From: _____ to: _____ I have applied for _____ days' leave. I am aware that if the personal portion of the trip exceeds 5 working days, only the extra costs incurred in conjunction with the business purpose will be reimbursed.				
c)	I request an advance (≥ 200,00 €) of _____ € by bank transfer to the above account to be paid on: (Please attach documents causative!)				
d)	I request that the following payments be made in advance: (Please attach documentation for the referral!) 1. _____ to the amount of _____ by _____ (date) 2. _____ to the amount of _____ by _____ (date)				
e)	With this advanced training/further education (please attach a copy of the application), financial compensation for supervision/care costs amounting to approx. _____ € is applied for Funding: <input type="checkbox"/> as in point a) <input type="checkbox"/> others (please name them below) Cost centre/object: _____ G/L account: _____ Commitment item: _____ Commitment funds centre: _____ MR / MB / Pos.: _____				

It is hereby confirmed that the business trip is unavoidable and cannot be replaced by using digital means of communication.

/		
Place/Date	Signature of Applicant	Signature of Head of Department/Project

Checked by Institute Administration Department:

Funds pursuant to point 5a) are ☐ available ☐ not available

Date / Signature

Authorisation by Institute Director:

I authorise the trip ☐ with full reimbursement of expenses.
☐ with the following restrictions:
☐ with financial compensation for supervision/care costs [see point e)].

Date / Signature

IMPORTANT INFORMATION

I. Notes on the Application Process

1. Institute procedures for authorisation of a business trip should be followed.
2. It is in your own interest not to embark on a business trip until you have received written instructions or permission. Failure to do so can lead to loss of eligibility for occupational accident compensation.
3. If the trip is started one or several days earlier for private reasons (or the return trip is made later), then the earlier arrival (or later departure) would no longer be significantly influenced by the professional reference, but by private interests. In such a case, there would no longer be a direct route to (or from) work, with the consequence that this route would not be covered by statutory accident insurance cover.
4. In deviation from the provisions of the BRKG, the Forschungsverbund only reimburses 2nd class train travel.
5. Reasons must be given for use of rental cars.
6. A standard rate per kilometre is reimbursed for travel by modes of transport other than those specified in Section 4 BRKG. Forschungsverbund Berlin e.V. bears no liability for damage to property.
7. If it is in the clear interests of the Institute that a private car be used pursuant to Section 5 (2) BRKG, a separate application should be made to the Institute Director.
8. Details of per diem and overnight allowances can be found at <http://www.fv-berlin.de/intern/download-formulare-1>.

II. Notes on Reimbursement

1. Reimbursement of travel expenses must be claimed within 6 months of travel (beginning with the day following completion of your journey). Travel expenses cannot be claimed after this period.
2. All claims must be supported by **original receipts** (travel expenses, conference fees, incidental expenses, hotel, taxi, etc.).
3. For trips abroad, the date and time of border crossing (for flights, the time of landing in the respective country) must be stated.
4. Reasons must be given for accommodation costs exceeding the standard rates (€ 70 in Germany/specified rates abroad).
5. Meals provided free of charge must be declared. These include meals included in conference fees or served in flight. The same applies to accommodation provided free of charge.