

Travel expenses can only be reimbursed if the necessary paperwork is submitted within 6 months. If this is not the case, 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) <input type="checkbox"/> no documents available			
		Date and time of official business	
		Start (date, time): _____ , _____	
		End (date, time): _____ , _____	
Departure from <input type="checkbox"/>	Place of residence <input type="checkbox"/>	Place of employment <input type="checkbox"/>	Is it possible to return daily? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Person requesting journey (surname, given name, address)			
Organisational unit at the University of Passau		Work telephone number	
Accompanied by (surname, given name)		Reason why more than one person needs to attend:	
Means of transport:			
<input type="checkbox"/> <i>Deutsche Bahn</i> (train) (customer no. 7200266)		<input type="checkbox"/> Private vehicle without due cause	
<input type="checkbox"/> <i>BahnCard Business</i> (can be combined with customer no.)		<input type="checkbox"/> Private vehicle with due cause (please specify cause):	
<input type="checkbox"/> private <i>BahnCard</i>		<input type="checkbox"/> The destination cannot be reached on time by other means of transport	
<input type="checkbox"/> Employer-provided car		<input type="checkbox"/> Travelling with _____ further official passengers	
<input type="checkbox"/> Accompanying passenger with		<input type="checkbox"/> Heavy (over 10 kg) or bulky luggage	
<input type="checkbox"/> Aeroplane <input type="checkbox"/> Rental car → reason(s) (specify below):		<input type="checkbox"/> Other (specify below):	
Travel expenses			
<input type="checkbox"/> An advance payment of EUR _____ is requested.		<input type="checkbox"/> Journey to be financed from project funds (please specify project and cost centre):	
<input type="checkbox"/> The employee waives the right to reimbursement of travel costs		<input type="checkbox"/> Journey to be financed from TG 73	
<input type="checkbox"/> The employee waives the right to reimbursement of the following travel costs: <input type="checkbox"/> Travel <input type="checkbox"/> Accommodation <input type="checkbox"/> Meals		Travel expense reimbursement by a third party: <input type="checkbox"/> In part <input type="checkbox"/> In total	
<input type="checkbox"/> Accommodation <input type="checkbox"/> Cost of meals		is provided free of charge by the employer or the visited party.	
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 public servant (<i>Beamter/in</i>): (Only needs to be completed by professors)			
<input type="checkbox"/> My classes are not affected by the official journey (no replacement, rescheduling or cancellation).		<input type="checkbox"/> A replacement or rescheduling of classes will be necessary. The dean has been informed of the class times.	
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	
<p>The journey</p> <p><input type="checkbox"/> is not approved</p> <p><input type="checkbox"/> does not require approval</p>	<p><input type="checkbox"/> is approved as</p> <p>using</p> <p><input type="checkbox"/> train <input type="checkbox"/> aeroplane <input type="checkbox"/> official journey <input type="checkbox"/> training journey</p> <p><input type="checkbox"/> rental car <input type="checkbox"/> employer-provided car</p> <p><input type="checkbox"/> own car (without good reason).</p> <p><input type="checkbox"/> own car (good reasons for use of car are recognised).</p> <p><input type="checkbox"/> accompanying passenger with.....</p> <p><input type="checkbox"/></p>
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](#).

DO NOT FILL IN