

1	Request for travel authorization for Staff (university business) Staff (further training) doctoral students Scholarship holders of the University of Bremen student assistants Non-university members retired professor				Inbox Date Department 3	
	The application must be submitted to the Travel Expenses Office 14 days before the start of the journey!					
2	Last name, first name		salary class	Name of project manager		Dept. / Faculty / place of work
3	Personnel ID number		E-mail address			
	Telephone	Zip code, place of residence (please always specify)		2. Place of residence - if relevant for requested trip		
	Street - at first application / change				State	
4	Purpose of the journey and justification of its necessity (please attach invitation, conference documents, etc.)					
5	Destination (city, state)			Date	Time	
				Outward journey-departure from Home place of work		
	Return from trip—Arrival back home Home place of work					
6	Date	Time		Date	Time	
	Start of business			End of business		
7	Daily return possible? No, see explanation in box 9 (in case of distances up to 150km)					
8	Planned means of transport (University's DB AG customer number: 1300244, for further information see section 18): Train / Bus Sleeping car Privately owned automobile university vehicle Flight Ship Other (please explain in field 9)					
9	Supplementary grounds (e.g. for use of car and flights; see comments in section 18)					
10	Other participants for whom applications have been submitted:					
	1.	2.		3.		
Of whom to travel in your own vehicle: 1. 2. 3. / picked up from:						
Members of carpools are to complete the travel expenses accounts together.						
11	Do you possess a BahnCard (BC) or BahnCardBusiness (BCB)? No; yes, a BC 25; yes, a BC 50; yes, a BC 100; yes, a BCB 25; yes, a BCB 50					
12	1. The cost of tickets / air tickets amounts to:		EUR	was / will be booked via Egencia?		No
	2. The cost of accommodation is:		EUR	was / will be booked via Egencia?		No Private accommodation
	3. Are there any participation fees?		no / yes	in the total amount of EUR		was / will be paid privately? Á No
13	Is the trip associated with a private / holiday trip? no / yes from until to					
Reference offers for comparison of the travel and flight costs for a) the journey less official part (pure vacation trip) and b) the journey less vacation (pure business trip) must be attached. Otherwise the reimbursement is excluded.						
14	Financing from cost / finance center or internal / funds (8 digits)					
15	Are any allowances paid by the organizer or by others? no / yes in the amount of EUR					(attach documents, if applicable)
16	Are any costs to be borne by you? no / yes in the amount of EUR					, which I should not be refunded for
17	Reasons for professors and research assistants					
	I am a member of the organizing association no					
	Does a course/seminar/lecture take place during the trip? no					
Any cancelled courses/seminars/lectures will be offered at a later date as follows:						

18	<p>General remarks and notes</p> <p>1) Air travel is only permitted if the land trip takes longer than 12 hours each way. Any bonus miles and points etc. are to be used for official purposes. Fare refunds must be stated.</p> <p>2) When using your private automobile, the 'small' mileage allowance is granted; if the university has a considerable interest in the trip and if this is recognized by the travel expense agency, the 'large' mileage allowance is granted.</p> <p>3) In the case of using your private automobile without recognition of significant interest on the part of the university, no liability can be accepted for damage that may be caused to the vehicle. If this is not the case and a significant interest is recognized, the university may contribute up to a maximum of EUR 300 towards repairs. It is therefore recommended to obtain comprehensive insurance cover. The insurance premium is not refundable.</p> <p>4) Tickets are to be booked through Egecncia or by submitting the university customer number (1300244) to DB AG.</p> <p>5) Deadline for submission of applications for reimbursement of travel expenses: Reimbursement of travel expenses and allowances must be applied for in writing within a period of 6 months. The period begins with the day after the end of the business trip. Requests for reimbursement of travel expenses submitted at a later date can no longer be processed.</p> <p>In addition, the legal conditions / travel guidelines regarding travel expenses valid at the time of application shall apply. These are available for inspection in the Travel Expenses Office and in the staff portal.</p>
19	<p>Special notes on travel authorization</p> <p>Trips undertaken on university business are approved by the respective Faculty, ZBE or the project manager. However, such authorization does not pertain to the decision concerning the amount of the travel expenses to be reimbursed. Only those costs can be reimbursed that fall under the law governing travel expenses or the billing regulations prescribed by the third-party funding agency or the travel guidelines of the University of Bremen. (The next sentence applies to non-cost travel as well as subsidized travel.) In the event of waiver or partial waiver of travel expenses, approval will be subject to the condition that the applicant confirms this in writing prior to departure (see points 15 + 16).</p> <p>_____</p> <p>Place, date Signature of the applicant</p>

Not to be completed by the applicant!

20	<p>Remarks on the part of the Faculty / project, central administration</p> <p>– The (official) necessity is - not - confirmed.</p> <p>– In accordance with the applicable legal provisions regarding travel expenses / allowance of _____ EUR/ no costs can be reimbursed.</p> <p>_____</p> <p>Date Signature Faculty / project, central administration</p>												
21	<p>Authorization of trip on university business</p> <p>The trip is – is not - retrospectively – authorized in accordance with the "Special notes for Business Travel Authorization" (point 19).</p> <p><input type="checkbox"/> Authorization not to apply because traveler (s) is/are not (an) employee (s) of the university.</p> <p><input type="checkbox"/> The reimbursement of travel expenses in accordance with point 20 is confirmed.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Dean of Faculty / project leader / central administration</p>												
22	<p>Determination of reimbursable costs and compliance with legal provisions regarding travel expenses by the travel cost center:</p> <p>Calculation according to BremRKG / BundesRKG / special project regulations. Projekt-SB: _____</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>a) Expected costs (subject to compliance with the travel guidelines)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Travel costs</td> <td style="border: 1px solid black; width: 20%;">EUR</td> </tr> <tr> <td>Daily allowance</td> <td style="border: 1px solid black;">EUR</td> </tr> <tr> <td>Accommodation allowance</td> <td style="border: 1px solid black;">EUR</td> </tr> <tr> <td>Participation fees</td> <td style="border: 1px solid black;">EUR</td> </tr> <tr> <td>(Please attach the conditions and receipts)</td> <td style="border: 1px solid black;">EUR</td> </tr> </table> </td> <td style="width: 50%; vertical-align: top;"> <p>b) Allowance up to EUR _____ max.</p> <p><small>(Original invoices in the amount of total expenses incurred are to be attached)</small></p> </td> </tr> </table> <p>Use of private automobile: _____</p> <p>Significant interest in the trip is – is not - recognized.</p> <p style="text-align: right;">Date Signature</p>	<p>a) Expected costs (subject to compliance with the travel guidelines)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Travel costs</td> <td style="border: 1px solid black; width: 20%;">EUR</td> </tr> <tr> <td>Daily allowance</td> <td style="border: 1px solid black;">EUR</td> </tr> <tr> <td>Accommodation allowance</td> <td style="border: 1px solid black;">EUR</td> </tr> <tr> <td>Participation fees</td> <td style="border: 1px solid black;">EUR</td> </tr> <tr> <td>(Please attach the conditions and receipts)</td> <td style="border: 1px solid black;">EUR</td> </tr> </table>	Travel costs	EUR	Daily allowance	EUR	Accommodation allowance	EUR	Participation fees	EUR	(Please attach the conditions and receipts)	EUR	<p>b) Allowance up to EUR _____ max.</p> <p><small>(Original invoices in the amount of total expenses incurred are to be attached)</small></p>
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23	<p>Budgetary objections: <input type="checkbox"/> no <input type="checkbox"/> yes, reasons:</p> <p>_____</p> <p>Bremen, date Signature / OKZ</p>												
24	<p>Advance payment (e.g., participation fees, airfare or hotel expenses) is only possible upon presentation of this original application.</p> <p>a) Invoice in the amount of EUR _____</p> <p style="margin-left: 40px;">forwarded to the person initialing _____ initialing _____</p> <p>b) Advance in the amount of EUR _____</p> <p style="margin-left: 40px;">to creditor <table style="display: inline-table; border: 1px solid black; text-align: center; width: 50px; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> booked on _____ initials _____</p> <p style="text-align: center;">returned to</p>												