

Request for the approval of general work-related travel *Offen im Denken*

- ☐ excluding the reimbursement of travel expenses (only for the purposes of protection under accident insurance regulations)
- ☐ including the reimbursement of travel expenses

Please send the completed form including all (digital) signatures to the General, Financial and Other Personnel Matters Department within the Personnel Division (internal mail address: Zentralverwaltung, Dezernat Personal & Organisation, Sachgebiet AwP).

Details of the person travelling

Surname, given name		Staff group
Organisational unit		Office number
<input type="checkbox"/> I have a BahnCard discount card or a monthly subscription ticket.		
Type of BahnCard discount card or monthly subscription ticket		Valid until

General information on travel

Please provide reasons or explanations for all fields marked with an * (on a separate page if necessary).

Destinations / geographical area	Approval period (for a period of one year at most)
Purpose of work-related travel	
Means of transportation	
<input type="checkbox"/> Regularly scheduled (public) transport <input type="checkbox"/> Train	
<input type="checkbox"/> Use of the next class up from the lowest in the case of train journeys * (the (one-way) travel time between the scheduled departure and the scheduled arrival at the nearest train station, including transfer times and excluding transport to the train station, is the decisive aspect in determining whether this rule applies)	
<input type="checkbox"/> Rental car * <input type="checkbox"/> Work vehicle	
<input type="checkbox"/> Private vehicle with compensation granted for the distance travelled (Section 5 (1) of the North-Rhine Westphalian State Travel Expenses Act (<i>Landesreisekostengesetz NRW</i> ; LRKG NRW))	
<input type="checkbox"/> Private bicycle or two-wheeled vehicle with compensation granted for the distance travelled (Section 5 (1) of the LRKG NRW)	
<input type="checkbox"/> Plane <input type="checkbox"/> Other *	
* State reasons	

Cost allocation

Cost centre	Fund	WSB/PSP element (e.g. project)	G/L account

I duly confirm that the information I have provided is accurate and complete. Work-related travel is necessary and cannot be avoided through the use of digital communication tools.

Date	(Digital) signature of the person submitting the request
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Work-related travel is approved.

Date	(Digital) signature of the line manager
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