

Request for the approval of a work-related trip

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

including the reimbursement of travel expenses, total anticipated cost: € _____

☐ including the granting of an advance payment in the amount of € _____

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		Work address	
Staff group	Organisational unit	Distance between residence and place of work km	
Bank details			
IBAN		BIC	
Name of the bank			
☐ I have a BahnCard discount card or a monthly subscription ticket Type of BahnCard or monthly ticket valid until			

General information on the trip

Destination and reason for the trip (please attach invitation, agenda, etc.)							
Departure from home		Start of the work commitment		End of the work commitment		Arrival at home	
the place of work						the place of work	
Date	Time	Date	Time	Date	Time	Date	Time
The work-related trip is to be conducted returning daily to the residence. staying away from the residence.							

Form of transport/accommodation to be approved

Regularly scheduled (public) transport	Train
Use of the next class up from the lowest in the case of train journeys * <i>(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)</i>	
☐ Rental car*	Work vehicle
☐ Private vehicle with compensation granted for the distance travelled (Section 5 (1) of the LRKG NRW)	
☐ Private bicycle or two-wheeled vehicle with compensation granted for the distance travelled (Section 5 (1) of the LRKG NRW)	
☐ Plane	Other *
☐ Hotel/apartment	☐ Free accommodation *
* State reasons	

Cost allocation

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

I duly confirm that the information I have provided is accurate and complete. This trip is necessary and cannot be avoided through the use of digital communication tools.

Date

(Digital) signature of the **person submitting the request**

In the case of work-related travel abroad, you may need to apply for a portable document A1 before travelling. You can find further details (in German) in the [information sheet](#).

Funds are available.

Date

(Digital) signature of the **budget manager**

The work-related trip is approved

Date

(Digital) signature of the **line manager**