

APPLICATION FOR AUTHORIZATION OF A TRAVEL

PROMISE OF TRAVEL COSTS REIMBURSEMENT

I am employed at HU yes no as Employee Beamt. Worker Student assistant, Tutor

My address for returning this form (in block letters)

Address of institute, Room number

Institute

Family name, first name

Expected			COSTS (EUR)
Travel, transportation	no	<input type="checkbox"/> yes <input type="checkbox"/>
Per diem	no	<input type="checkbox"/> yes <input type="checkbox"/>
Accommodation	no	<input type="checkbox"/> yes <input type="checkbox"/>
Conference fees	no	<input type="checkbox"/> yes <input type="checkbox"/>
minus contributions of other agencies (not administrated by HU)	no	<input type="checkbox"/> yes <input type="checkbox"/>

Travel duration from **until**

Working period Starting date time / Ending date time

For travels with duration longer than three months - please contact the human resources department.

Destination Country City

Transportation means Flight Train PKW Kat. I Distance compensation (No damage liability of employer).
 Rented car (explain why) PKW Kat. II Major professional interest (please explain in an extra attachment).

Travel purpose (Add programme, invitation etc.)

Combination with a private vacation no yes; location from until

Type of refunding applying for none full partial: up to EUR or%

I declare that no further costs for the above travel will be refunded, that the travel is not connected to a secondary employment and that is not executed for mainly personal reasons. I will hand in the travel expense report within 4 weeks after the end of my travel at HU department III E. I will attach all the necessary documents.

Date/Signature **Phone** **Email**