Appendix 2

Application for a
- ☐ Business trip
- ☐ Education/training trip

(Principal to share part of costs here, as only partly in interests of work)

Personnel no. TUD:  
At the time of the trip I am a:
- ☐ Civil servant
- ☐ Senior professor
- ☐ Employee
- ☐ Trainee
- ☐ (Senior) student assistant
- ☐ Student
- ☐ Third party

Other participants:
- ☐ No
- ☐ Yes

→ cf. separate list attached

If overnight costs exceed EUR 70 a night in home country (and if they exceed the standard maximum amount abroad as per App. 1-5 Saxon Foreign Travel Expenses Ordinance (SächsARKVO), please attach form "Approval/reimbursement of overnight accommodation expenses as per § 7 (1) sentence 2 Saxon Travel Expenses Law (SächsRKG) (abroad: § 1 (1) sentence 3 SächsARKVO")!

I duly confirm that the information I have given is correct and complete. I have read the notes on this application. I consent to the data on this application form being forwarded to, and saved by, the TU Travel Service so that the details of the trip may be duly processed. If consent is not given, sentence 3 must be deleted and the fields 'Address of residence...', 'At the time of the trip I am a...' and 'Purpose of trip' must be concealed when forwarding this application to the TU Travel Service!

Date
Signature

1) Provided due to the official post/role of the public servant or due to the purpose of the official business.
2) Provided by relatives, friends, acquaintances/colleagues etc.
3) Please refer to the notes on using a private car on page 2.

Not to be filled in by the applicant!

Approved by:

Representative/Substitute/Deputy:  
Line manager (not applicable if also authorised to issue orders/approvals - no. 17)  
The necessity of the trip is confirmed at the same time:
15. Release of funds:

- Budget resources are available
- Third-party funds are available
- DFG
- DAAD
- Other

Booking terminal
- 100% from cost centre/PSP element: 
- or part-financing
- from cost centre/PSP element: 
- and from cost centre/PSP element: 

Name: 

Amount: 

Date: 

Remarks: 

16. Instruction/recommendation

- of the travel cost reviewer / the travel cost centre:

  a) One-day trips are ordered.

  b) Assumption of costs for air travel is

     approved. / not approved.

   c1) Good reasons for the use of a private car are

     accepted. / not accepted.

   (The non-acceptance of good reasons does not exclude the use of a private car. It simply regulates the amount of mileage allowance.)

   c2) Good reasons for the use of a hire car are

     accepted. / not accepted.

   d) Additional overnight accommodation costs are

     not approved. / approved in

     the amount of …… EUR/night as being essential.

Remarks: 

OR no. 

Date 

Signature 

Reviewer or travel cost centre

17. ORDER:

- a) The trip/s is/are - as recommended by the travel cost reviewer or travel cost centre - ordered to take place.

- b) Different or additional orders are as follows:

  The use of regular transport services (except air travel) is ordered for work-related reasons.

  The use of a company car is ordered for work-related reasons.

  Any differing orders: 

  c) Attendance at the training event is 

     exclusively in the personal interests of the public servant.

     The trip is not therefore a business trip.

     exclusively in the interests of work (= business trip).

     partly in the interests of work (§ 16 (1) SächsRK) and

     the reimbursement of the following costs is approved:

Further remarks:  

Date 

Signature of the person authorised to issue orders/approvals

18. I hereby apply for an advance payment. Please transfer this to:

(Only possible for business trips of at least three days for which travel expense reimbursement is expected to exceed EUR 100.)

IBAN 

BIC 

at (bank) 

Advance payment in EUR 

To be completed by the travel cost centre

Calculation

- Travel/flight costs: 

- Daily allowance: 

- Overnight costs: 

- Attendance/conf. fee: 

- Total: 

- Flight cost calculation 

- Rail cost calculation 

- Hire car 

- (Amount, date, signature)

Remarks/notes:

Notes on number 8:

Use of a private car

A business traveller uses a private car on his own responsibility. Neither the acquiescence to such use nor the acceptance of good reasons constitutes an official order (no. 17) to use this mode of transport. Compensation for material damage to private vehicles can only be awarded in accordance with the criteria stipulated in the administrative regulation for the civil service pension scheme (Item 32 BeamtVGvWV) if a good reason for using the vehicle was accepted before the business trip was undertaken. If a business traveller has been instructed to use regular transport services but nevertheless uses a private car for personal reasons, a possible accident cannot then happen "in the execution of his duty"; the criteria for the award of accident assistance (cf. § 31 Civil Service Pensions Act (BeamtVG)) are not fulfilled in such cases. Compensation for material damage is likewise ruled out.

The use of a private car without due acceptance of a good reason also rules out the award of compensation for material damage under the terms of § 103 Saxon Civil Service Law (SächsBG) in conjunction with the administrative regulation of the SMF relating to accident assistance for the compensation of material damage and extraordinary expenditure in the Free State of Saxony (SächsSachSchVwV) in the respective relevant version. By way of exception, the damage may be compensated without prior permission if a business traveller is not responsible for the absence of such permission.