

Firm: TU Dresden Fac./Inst./ Dir./ DER-CUST. NO.		To: DER Business Travel Ringstraße 5 01067 Dresden Email bt.dresden@der.com Fax: (0351) 8 666 988 Tel. (0351) 8 666 999	
Purchaser: Tel: Email:		Please fill in! Fax:	
<input type="checkbox"/> Booking order - rail, flight, hotel, hire car (approved business trip request/confirmation of cost coverage attached)		<input type="checkbox"/> Enquiry only (flight, hotel, hire car)	<input type="checkbox"/> Amendment <input type="checkbox"/> Cancellation
Traveller:		Tel. no. for queries:	
Name/forename title/form of address		Cost centre/ PSP-element	ID number (SEN, HON, ETIX, FFL; if known - unless already provided)
1.			
2.			
Flight			
Flight number (if known)	Date	Route	approx. arrival time
Fare Economy - as low as possible <input type="checkbox"/> Business - exceptions only! <input type="checkbox"/>		Please note that specific entry requirements (e.g. visa obligation) apply for entry into certain countries. For more information, please directly contact DER Business Travel!	
Baggage (for checking in): no <input type="checkbox"/> yes <input type="checkbox"/> - quantity of luggage:			
Rail (Bahn Tix) <input type="checkbox"/> 2nd class <input type="checkbox"/> (1st class for foreign business trips only or for work-related - previously approved - reasons)		<input type="checkbox"/> For actual use	<input type="checkbox"/> For flight/rail cost comparison only
Train number (if known)	Date	Route	approx. arrival time
Bahncard (BC)	Traveller 1: 2nd cl. <input type="checkbox"/> /1st cl. <input type="checkbox"/> BC 25 <input type="checkbox"/> BC-Business 25 <input type="checkbox"/> BC 50 <input type="checkbox"/> BC-Business 50 <input type="checkbox"/>	Traveller 2: 2nd cl. <input type="checkbox"/> /1st cl. <input type="checkbox"/> BC 25 <input type="checkbox"/> BC-Business 25 <input type="checkbox"/> BC 50 <input type="checkbox"/> BC-Business 50 <input type="checkbox"/>	For seat reservation: Open saloon <input type="checkbox"/> Window <input type="checkbox"/> Aisle <input type="checkbox"/> Compartment <input type="checkbox"/> Quiet Zone <input type="checkbox"/> Table <input type="checkbox"/> Phone Zone <input type="checkbox"/>
Bahncard no.:		Valid until:	
Budget fare specifically requested! <input type="checkbox"/> I am aware of the risks of booking budget fares! (Restricted to a specific train! Rebooking and cancellation will be subject to a charge! Such charges cannot in principle be refunded at the TU Dresden!)			
Hotel from - until		Place	Hotel/cat./max. price
Location (e.g. nearby):			
Single room <input type="checkbox"/> Double room <input type="checkbox"/>			
Hire car abroad		<input type="checkbox"/> on account of TUD	<input type="checkbox"/> Direct payer
Place(s):		Period:	Category:
Special requests (e.g. navigation system):			
Delivery of travel documents:			
By internal post or courier no later than:		<input type="checkbox"/> Internal post TUD <input type="checkbox"/> Courier (as exception and at additional cost)→ <input type="checkbox"/> Collection in person at DER Business Travel, Ringstr. 5,0 01067 Dresden	Precise delivery address:
Date:	Time:		
Further information:			
Signature of purchaser			