



Application for a

Structural unit or stamp

**Business trip**

**Trip in the official interests of TUD ("third party")**

**Education/training trip** (principal to share part of costs here, as only partly in interests of work)

1.	<b>Traveller:</b> Name, forename	Inst./Dir./ Unit/...	Telephone (work)	a) Address of residence from which applicant goes to work daily b) Additional address (family residence, if applicable) c) Address of temporary residence							
	Personnel no. TUD:			a) b) c)							
	At the time of the trip I am a: <input type="checkbox"/> Civil servant <input type="checkbox"/> Senior professor <input type="checkbox"/> Employee <input type="checkbox"/> Trainee <input type="checkbox"/> (Senior) student assistant <input type="checkbox"/> Student <input type="checkbox"/> Third party										
	Other participants: <input type="checkbox"/> No <input type="checkbox"/> Yes <b>→cf. separate list attached</b>										
2.	<b>Destination(s):</b>										
3.	<b>Purpose of trip: → Please give details and attach invitation/programme or similar!</b>										
4.	<b>Meals:</b> <input type="checkbox"/> Provided free of charge, namely <input type="checkbox"/> On account of office <sup>1</sup> <input type="checkbox"/> For personal reasons <sup>2</sup>										
5.	<b>Overnight stay:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes										
	<input type="checkbox"/> Provided free of charge, namely <input type="checkbox"/> On account of office <sup>1</sup> <input type="checkbox"/> For personal reasons <sup>2</sup>										
	<input type="checkbox"/> At a cost of _____ EUR/night <input type="checkbox"/> incl. / <input type="checkbox"/> without cost of breakfast										
<b>→ If overnight costs exceed EUR 70 a night in home country (and if they exceed the standard maximum amount abroad as per App. 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: SächsARKVO)"!</b>											
6.	<b>Schedule:</b>										
	Start of trip			Start of official business		End of official business		End of trip			
	On/at	Date	Time	Date	Time	Date	Time	On/at	Date	Time	
	<input type="checkbox"/> Residence a)							<input type="checkbox"/> Residence a)			
	<input type="checkbox"/> Residence b)							<input type="checkbox"/> Residence b)			
<input type="checkbox"/> Office							<input type="checkbox"/> Office				
<input type="checkbox"/> Temporary residence							<input type="checkbox"/> Temporary residence				
7.	<b>Mode of transport:</b>										
		Rail	Bus/public transport	Private car → no. 8	Hire car → no. 8	Passenger in private car/ hire car/ company car	Company car	Aircraft → no. 9	Other (e.g. taxi, bicycle)		
	Outward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Return	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Holder of: <input type="checkbox"/> BahnCard <input type="checkbox"/> BahnCard Business <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100 BC no.:										
	<input type="checkbox"/> 2nd cl. <input type="checkbox"/> 1st class BahnCard valid until:										
	<input type="checkbox"/> I can use a personal season ticket on the route from _____ to _____										
	<input type="checkbox"/> I take part in a bonus scheme, namely (e.g. bahn.bonus / Miles&More):										
	8.	<b>If using a private car<sup>3</sup>/hire car:</b> <input type="checkbox"/> I apply for this to be accepted as good reason. ↳ Explanatory statement: _____									
	9.	<b>If taking a flight:</b> <input type="checkbox"/> I apply for reimbursement of the flight costs. <input type="checkbox"/> Business air miles can be used for this purpose. ↳ Explanatory statement: _____									
10.	<b>Holiday/private trip:</b> The following private visit/private trip is to be combined with the trip: From _____ Until _____ To _____										
11.	<b>Application for an advance payment: cf. no. 18</b>										
12.	<b>Further comments (e.g. details of cost reimbursement by third parties):</b>										
13.	<b>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.</b> (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									

<sup>1</sup>) Provided due to the official post/role of the public servant or due to the purpose of the official business.

<sup>2</sup>) Provided by relatives, friends, acquaintances colleagues etc.

<sup>3</sup>) Please refer to the notes on using a private car on page 2.

**Not to be filled in by the applicant!**

14.	<b>Approved by:</b>	Line manager (not applicable if also authorised to issue orders/approvals - no. 17) <b>The necessity of the trip is confirmed at the same time:</b>
	Representative/Substitute/Deputy:	

<b>15. Release of funds:</b>	<input type="checkbox"/> Budget resources are available	<b>Booking terminal</b> 100% from cost centre/PSP element:	Name:
	<input type="checkbox"/> Third-party funds are available	or part-financing	Date:
		from cost centre/PSP element: Amount: and from cost centre/PSP element: Amount:	
	<input type="checkbox"/> DFG <input type="checkbox"/> DAAD <input type="checkbox"/> Other	impersonal account/cost type: <input type="checkbox"/> travel cost 685xxx <input type="checkbox"/> education/training 654010 (Pay attention to item 17 c!)	
	<b>Special orders/guidelines from the third-party funder are available:</b> <input type="checkbox"/> No / <input type="checkbox"/> Yes <b>copy of order is attached!</b>		Signature

Remarks: .....

<b>16. Instruction/recommendation</b>	<input type="checkbox"/> of the travel cost reviewer / <input type="checkbox"/> the travel cost centre: (a-d are mandatory!)	
a) One-day trips are ordered.	<input type="checkbox"/> yes	<input type="checkbox"/> no
b) Assumption of costs for air travel is	<input type="checkbox"/> approved.	<input type="checkbox"/> not approved.
c1) Good reasons for the use of a private car are	<input type="checkbox"/> accepted.	<input type="checkbox"/> not accepted.
<small>(The non-acceptance of good reasons does not exclude the use of a private car. It simply regulates the amount of mileage allowance.)</small>		
c2) Good reasons for the use of a hire car are	<input type="checkbox"/> accepted.	<input type="checkbox"/> not accepted.
d) <b>Additional</b> overnight accommodation costs are	<input type="checkbox"/> not approved.	<input type="checkbox"/> approved in the amount of ..... EUR/night as being essential.
Remarks: .....		
DR no.	Date	Signature
Reviewer or travel cost centre		

<b>17. ORDER:</b>	
<input type="checkbox"/> a) The trip/s is/are - as recommended by the travel cost reviewer or travel cost centre - ordered to take place.	
<input type="checkbox"/> b) Different or additional orders are as follows:	
<input type="checkbox"/> The use of regular transport services (except air travel) is ordered for work-related reasons.	
<input type="checkbox"/> The use of a company car is ordered for work-related reasons.	
<input type="checkbox"/> Any differing orders: .....	
c) Attendance at the training event is	<input type="checkbox"/> exclusively in the personal interests of the public servant. → The trip is <b>not</b> therefore a business trip.
	<input type="checkbox"/> exclusively in the interests of work (= business trip).
	<input type="checkbox"/> partly in the interests of work (§ 16 (1) SächsRKG) and the reimbursement of the following costs is approved:
Further remarks: .....	
Date	Signature of the person authorised to issue orders/approvals

<b>18.</b>	<input type="checkbox"/> I hereby apply for an advance payment. Please transfer this to: <b>(Only possible for business trips of at least three days for which travel expense reimbursement is expected to exceed EUR 100.)</b>	<b>To be completed by the travel cost centre</b>
IBAN		Advance payment in EUR
BIC		
at (bank)		
<b>Calculation</b>	Travel/flight costs:	<input type="checkbox"/> Flight cost calculation
	Daily allowance:	<input type="checkbox"/> Rail cost calculation
	Overnight costs:	<input type="checkbox"/> Hire car
	Attendance/conf. fee:	<input type="checkbox"/> .....
	Total:	<input type="checkbox"/> .....
Remarks/notes:		(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 BeamtVG/VwV) 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.