

Application for the authorisation of business travel for employees of the RUB

1	Details about the business traveller		
	Applicant (Surname, first name):	Work e-mail address:	Work phone number:
	Home address (street, town):	Shortest distance between my home and the Ruhr-Universität Bochum: km	
2	Details about the financing of the trip		
	<p>I waive any reimbursement of my travel expenses and am only applying for accident cover</p> <p>I am applying for reimbursement of travel expenses and accident cover.</p> <p>The amount billed corresponds to the regional law on travel expenses the German national law on travel expenses</p> <p>Funds centre:</p>		
3	Details of the business trip		
	I am applying for a(n) work/educational trip flat-rate business travel approval excursion		
	Travel destination (company, public authority or similar, stating the complete address, if known):		
	Purpose of travel:		
	The following other people are intending to take part in the business trip:		
	Travel	Date	Time
	Business matters	Date	Time
	Start:		Start:
	End:		End:
4	I would like to use the following means of transport:		
	<p>public transport (bus, train, etc.) company vehicle</p> <p>air transport (please state a reason for domestic flights) rental car</p> <p>private car travelling as a passenger in the private car of</p> <p style="padding-left: 40px;">without valid reasons</p> <p style="padding-left: 40px;">with valid reasons because the use of the vehicle is necessary for work-related or compelling personal reasons (justification required)</p> <p style="padding-left: 40px;">I am also taking the following people travelling in my private car:</p>		
	Justification for domestic flights, use of rental cars or valid reasons for using your private car:		
5	Details of private trips and remuneration		
	I would like to combine the business trip with a private trip. Date: from to		
	I will receive a fee, reimbursement of costs or similar payment from an external source in an amount of € in respect of services provided during the trip (e.g. for giving a speech)		
6	Further remarks:		
I declare that the trip is necessary for work reasons and is compatible with work operations. The trip is not being undertaken within the context of secondary employment.			
Date	Signature of applicant:		
Date	Approval of supervisor:		

Valid reasons for using air travel for business trips within Germany

1. Time saving of at least three hours per journey; or
2. Lower or the same costs when compared with other regular scheduled methods of transportation.

Valid reasons for using a car

1. Use of regular scheduled methods of transportation would take significantly more time. For long-distance travel – more than 100 km per journey – it is generally to be assumed that regular scheduled methods of transportation can be used without taking more time, thereby creating more time for work; or
2. One or more people will be carried as passengers on the outward and return journey for business reasons for more than half of the total distance; or
3. Heavy (at least 15 kg) and/or bulky work luggage (not personal luggage) is being transported, which makes the use of regular scheduled methods of transportation unreasonable; or
4. The use of a car allows the person to do business at various places in one day.
5. Travel expenses payments can be saved by using a private car.
6. It is not reasonable to expect the business traveller to use regular scheduled methods of transportation (e.g. severely disabled people who possess an ID card with an orange-coloured surface overprint, in the event of severe spinal disorders or if the person is prohibited from carrying luggage following an operation); or

Remarks regarding insurance cover when using a private car can be found on the intranet under Department 3.6!

Business travel approval

the business travel is approved as per the request.

the business travel is only approved under aspects of accident insurance cover – but without any reimbursement of costs.

the business travel is approved subject to the proviso that

a car can be used. Reimbursement for distance travelled will be made pursuant to § 6 Section 1 LRRG

a car can be used. Reimbursement for distance travelled will be made pursuant to § 6 Section 2 LRRG

a flight can be booked.

a company car can be used.

a rental car can be used.

public transport (excluding air travel) can be used.

The following appendices are attached to this approval and you are asked to comply with them:

Car appendix

Excursion appendix

Flat-rate business travel approval appendix

Other remarks:

- **Please note that claims in respect of a trip – as well as any discounts received – must be submitted no later than six months from completion of the trip – no reimbursements can be made after this time!**
- If your home is more than 30 km away from the Ruhr-Universität, costs for travelling to and from the RUB will be offset against the costs for travelling to and from your home. The more cost-effective variant will be reimbursed.
- Discounted tickets for Deutsche Bahn should be obtained from DB’s corporate customer portal. Please provide our BMIS number 420 12 01 for every purchase of DB tickets that is not made via the corporate customer portal in order to receive the discount!
- If a flight is approved, the most cost-effective flight is to be documented by a price comparison.
- Benefits obtained on business travel (e.g. “Miles & More”) are to be used exclusively for business purposes.
- As a general rule, only the cost of lowest class rail travel and the fare for the lowest class of air travel can be reimbursed. Any bookings in higher classes that may be necessary should be approved in advance.
- The provisions of the Severance Benefits Regulation (TEVO) apply to claims for educational trips. Among other things, please note that travel expenses will only be reimbursed for educational activities that do not take place at the workplace or place of residence of the employee.

Further information can be obtained from our service page on the intranet under Department 3, Subject Area 3.6.

Mr/Ms
Institute pp.
Building, floor, room

Bochum, on
for and on behalf of

Tel. -29983
Petra.Euler@uv.rub.de

Please enclose this business travel approval to your travel expenses claim!