

Applicant (last name, first name):	Work email address:	Internal phone number:
Home address (street, town):		
Shortest distance between my home and the Ruhr University Bochum: _____ km If the distance between home and workplace exceeds 30 km, the cost of departing from and returning to the workplace must be compared with the cost of departing from and returning to the place of residence. The cheaper journey will be refunded.		
Purpose of business trip: GSS Internship		
Destination (company, government body etc. including complete address, if known):		
Finanzstelle:		
Date of departure:	Date of start of official business:	Expected date of return:
The business trip is to be undertaken using public transport (bus, train, etc.) - except aircraft using a rental car by plane (justification is required in the case of domestic flights – see notes on page 2) using a company vehicle _____ as a passenger in a vehicle owned by: using a privately owned vehicle without a valid reason while eligible for mileage reimbursement in line with Article 6.2 of the LRKG with a valid reason while eligible for mileage reimbursement in line with Article 6.2 of the LRKG, because there are business or compelling personal reasons for using the vehicle (justification is required - see notes on page 2) the following other business travellers will be passengers in my private vehicle:		
Reason/reasons no(s). _____ is/are applicable to the trip being applied for as per the notes on page 2.		
The business trip is to be combined with a private stay. Date: from _____ until _____		
Comments:		
I am an employee of the RUB - but not a RESOLV scholarship holder. I accept that only the travel costs and/or airfare incurred in line with the regulations of the LRKG plus a flat-rate foreign travel allowance in accordance with the DFG's "Postgraduate programme with rules of good scientific practice" usage policy will be refunded for the trip being applied for. Any claims for compensation over and above this will not be honoured. Date: _____ Signature of the applicant: _____		
Date, Approval of supervisor:		
Date, Signature for RESOLV:		

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1. Time saving of at least three hours each way, or
2. Costs are lower or the same as alternative forms of public transport.

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3. Using public transport would take significantly longer. It can generally be assumed that for long distances - greater than 100 km each way - public transport would not take much longer, resulting in more time being available to perform work, or
4. At least one person is travelling in the vehicle for more than half of the total distance on the outward and return journeys for official reasons, or
5. Heavy (at least 15 kg) or bulky official luggage (not personal luggage) is being carried that makes the use of public transport seem unreasonable, or
6. The use of a private vehicle makes it possible to conduct business at several different locations on the same day.
7. The use of a private vehicle means a reduction in travel expenses.
8. The business traveller cannot be reasonably expected to use public transport (e.g. severely disabled persons who are in possession of an orange-coloured pass, those with severe spinal disorders or who are not permitted to carry luggage following surgery)

You can find notes regarding insurance cover when using a private vehicle for business in the intranet under Department 3.6!

Business travel authorisation

The business trip is approved as per the application. Comments:

The business trip is approved with the proviso

Mileage reimbursement is granted in accordance with Article 6.1 of the LRKG.

Mileage reimbursement is granted in accordance with Article 6.2 of the LRKG.

A rental car can be used.

Comments:

Other notes:

- Discounted tickets for Deutsche Bahn are to be purchased from the DB corporate customer portal. You need to enter our BMI No. 420 12 01 each time you purchase a DB ticket in order to receive the discount!
- In the case of flights, you must document that the most cost-effective flight has been booked following a price comparison.
- Any perks or rewards earned during business trips (such as "Miles & More") are to be used exclusively for official purposes.
- In general, only 2nd class train tickets or the lowest tariff class for flights are eligible for reimbursement. Approval must be obtained beforehand should it be necessary to book a higher tariff ticket.
- Travel expenses must be submitted within six months of completing the business trip.
- Where foreign travel is involved, we recommend that travellers organise their own international health insurance cover. The RUB does not refund medical expenses incurred on (international) business trips

Further information can be found on our intranet service page under Department 3, Section 3.6!

Bochum, on (date)

On behalf of

Tel. -29983

petra.euler@uv.rub.de

Mr/Mrs/Ms
Institute pp.
Building, floor, room

This business travel authorisation must be attached to the travel expenses!