**1. Travel authorization form**

Personaldezernat, Stand:25.09.2012

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| --- | --- |
| Applicant’s **name** and **town of residence** | Applicants’s **job title** BesGr/VerGr |
| Applicant’s **place of work** | **Personnel number** (if applicable) |

**Destination** (list all business destinations)

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## Purpose of trip

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**Additional colleagues travelling with you on official business**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Start of business trip**  Year  Day/month time from | | | **Conduct of official business**  Start Expected end Day/month time Day/month time | | | | **Anticipated end of business trip**  Day/month time at | | | Daily  return? |
|  |  | Residence  Office  Other   location |  |  |  |  |  |  | Residence  Office  Other  location | Yes  No |

**Anticipated means of transportation**

Train with/without Bahncard

Another means of transportation operating on a regular schedule

Official car

private car  Reasons for using a private car according to  "Good reasons" for using a private car

§ 6 par. 3 LRKG (no "good reasons") according to § 6 par. 1 LRKG (listed below)

Airplane

( If I earn airmiles on this flight/these flights I will use them solely for official business trips.)

## "Good reasons" for the use of an official /private car

Destination unreachable/difficult to reach by public transport  Seriously handicapped person

Transport of additional colleagues

Conduct of official business at many different places

Other cogent reasons according to § 6 par. 1 LRKG (explain briefly)

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## Date, signature of applicant

Stellungnahme

des/der Dezernenten/in und Abteilungsleiters/in innerhalb der ZUV (sofern nicht für Genehmigung -siehe Ziff. 2- zuständig) bzw. des/der Vorgesetzten innerhalb der universitären Einrichtung

|  |
| --- |
| befürwortet |
| nicht befürwortet, weil |

Unterschrift/en mit Funktionsbezeichnung/en

**Abrechnung bei Kostenstelle/Auftragsnummer und Sachkonto/Name des Drittmittelgebers** (nur ausfüllen, wenn Drittmittel o. Institutsmittel)

# Decision about the travel request

The business trip is approved

The business trip is authorized provided that

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | | |
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| Means of transportation*:* | |  | | | |
| Heidelberg, den | |  |  |  | |
|  | |  |  | Unterschrift, Amtsbezeichnung | |

# Back to the applicant in order to be appended to the travel expense form

## The signed and approved travel authorization form needs to be appended to the travel expense form after your trip.