**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 | Dailyreturn? |
|  |  |  [ ]  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

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| --- |
| [ ]  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

|  |  |
| --- | --- |
|  |  |
|  |  |
| 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.