# Travel application form - foreign countries

| | |
|---|---|
| Institute:<br>Group: | Cost centre(s): |

| **Applicant** | |
|---|---|
| Surname: | First name(s): |
| Home address: | Tel. (work): |

## Details of journey

Business destination: Own accommodation at destination: ☐ Yes ☐ No
Purpose of journey:

Estimated total cost:
Will the business trip be combined with private travel/a holiday? ☐ Yes ☐ No
☐ Holiday ☐ Time in lieu from: until: Holiday destination:

| | | | |
|---|---|---|---|
| Start of journey | Date: | at | Time |
| Start of business | Date: | at | Time |
| End of business | Date: | at | Time |
| Expected return journey | Date: | at | Time |

## Mode of transport

I intend to travel:
☐ by train
☐ by plane
☐ with a rental car/reason:
☐ as a passenger in a vehicle belonging to:
☐ with a vehicle belonging to the research centre
☐ with my private vehicle (small kilometer allowance)
☐ with my private vehicle (large kilometer allowance)
- ☐ Heavy (min. 25 kg) or bulky official luggage (no personal luggage)
- ☐ Business in several places on the same day (time saving)
- ☐ There is no public transport
- ☐ I have a severe disability (*Merkzeichen -aG-*)

Comments:

**(The cost-benefit analysis will be carried out by the travel office)**

**I confirm that the information I have provided is complete and correct.**

Date Signature of applicant

**Approved:**

Date Signature of group leader

☐ **Approved as requested**

☐ **Approved with the following changes**

☐ Travel costs only ☐ Daily allowance only

☐ Other:

Date Signature of divisional head

## ☐ Advance payment

I would like to request an advance payment. The reimbursement of travel expenses will probably exceed €150.
Name of bank/building society:
IBAN: BIC:

Advance required for:
Amount:

Comments:

## ☐ I will be making my own booking arrangements

## ☐ Please send me the following travel documents:

**☐ Plane ticket**

| Outward journey: | | | | Return journey: | | | |
|---|---|---|---|---|---|---|---|
| From | To | Date | Time | From | To | Date | Time |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Did you receive rewards for using bonus schemes of airlines, hotel chains, car rental or train companies etc. on your business trip?

| | | |
|---|---|---|
| ☐ No ☐ Yes | Bonus scheme: | Number: |
| | Bonus scheme: | Number: |
| | Bonus scheme: | Number: |

**☐ Train ticket**

| Outward journey: | | | | Return journey: | | | |
|---|---|---|---|---|---|---|---|
| From | To | Date | Time | From | To | Date | Time |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | | | | |
|---|---|---|---|---|
| ☐ 1st class | ☐ Open coach | ☐ Sleeper | ☐ Table | ☐ Next to (other passengers) |
| ☐ 2nd class | ☐ Compartment | ☐ Window seat | ☐ Aisle seat | ☐ Opposite seats |

**Additional train ticket information**

Traveller holds:

| | | | |
|---|---|---|---|
| ☐ BahnCard 25 | ☐ BahnCard Business 25 | ☐ 1st class | ☐ 2nd class |
| ☐ BahnCard 50 | ☐ BahnCard Business 50 | ☐ 1st class | ☐ 2nd class |

BahnCard no.: valid until (DD.MM.YYYY):

**☐ Rental car**

Required from Date: Time:
Required until Date: Time:
Place:

☐ Registration fee

☐ Please pay the registration fee
(Proof of registration must be provided)

## Confirmation of receipt of travel application

| **Applicant** | |
|---|---|
| Business destination: | |
| Surname: | First name(s): |
| Group: | |
| Start of journey (date): | |

**Receipt of the approved travel application:**

☐ **Please note the changes to your application on the enclosed copy**

For contributions expected from third parties, please quote the following account details:

Hamburg
HSH Nordbank AG Hamburg
IBAN: DE79 2105 0000 0303 8000 10
BIC: HSHNDEXXX
Account holder: DESY Hamburg

Zeuthen
Mittelbrandenburgische Sparkasse Potsdam
IBAN: DE59160500003666024865
BIC: WELADED1PMB
Account holder: DESY Zeuthen

Your name must be quoted as the reference when making the transfer.

# Travel statement - foreign countries

**Receipt:**

## Personal information

| | |
|---|---|
| Surname: | First name(s): |
| Office/site:<br>Tel. (work):<br>Group:<br>Email address: | Cost centre(s): |
| Home address: | |
| Bank account no.: | |
| Name of bank/building society: | |
| IBAN: | BIC: |

## Journey itinerary

| | | |
|---|---|---|
| **Destination:** | | |
| ☐ From home | ☐ From work | ☐ From holiday destination |
| **Start of journey** | Date: | Time: |

| | | |
|---|---|---|
| **Departure (plane/train)** | Date: | Time: |
| **Border crossing into destination country (for multi destination travel please refer to page 6)** | | |
| | Date: | Time: |

| | | |
|---|---|---|
| **Arrival** | Date: | Time: |
| **Start of business** | Date: | Time: |
| **End of business** | Date: | Time: |
| **Return journey** | Date: | Time: |
| **Border crossing into Germany** | Date: | Time: |

| | | |
|---|---|---|
| **Arrival** | Date: | Time: |

| | | |
|---|---|---|
| **End of business trip** | Date: | Time: |
| ☐ At home ☐ At work ☐ At holiday destination | | |

## Additional information on the business trip

| |
|---|
| Was the business trip combined with private travel? |
| ☐ No ☐ Yes (please provide the exact itinerary) |

| | |
|---|---|
| Other travellers? ☐ No ☐ Yes | |
| Name: | Name: |
| Name: | Name: |
| Name: | Name: |

## Modes of transport

**The following modes of transport were used for the business trip:**

☐ Vehicle belonging to the centre

| | | paid for by DESY | paid for yourself |
|---|---|---|---|
| ☐ Train | Costs: | ☐ | ☐ |
| ☐ Plane | Costs: | ☐ | ☐ |
| ☐ Rental car | Costs: | ☐ | ☐ |
| ☐ Private vehicle | Kilometres: | | |

☐ Large kilometer allowance was approved in advance

☐ Public transport Costs:

☐ Taxi Kilometres driven: Costs:

Reason for taking a taxi:

☐ Journey between 11 p.m. and 6 a.m. ☐ Public transport not running or experiencing delays

☐ Urgent personal reasons ☐ Urgent business reasons

Comments:

## I have received

☐ Third-party contributions to the amount of: ☐ are to be expected to the amount of:

☐ Advance payment to the amount of:

## Accommodation costs

☐ Without breakfast to the amount of: ☐ Free accommodation

☐ With breakfast to the amount of: ☐ Accommodation with friends/relatives

☐ Reason for excessive accommodation costs:

## Subsistence costs

Were free meals incl. drinks provided? ☐ Yes ☐ No ☐ Lunchtime use of canteen

| Breakfast on: | SP | FOC | Lunch on: | SP | FOC | Evening meal on: | SP | FOC |
|---|---|---|---|---|---|---|---|---|
| | ☐ | ☐ | | ☐ | ☐ | | ☐ | ☐ |
| | ☐ | ☐ | | ☐ | ☐ | | ☐ | ☐ |
| | ☐ | ☐ | | ☐ | ☐ | | ☐ | ☐ |
| | ☐ | ☐ | | ☐ | ☐ | | ☐ | ☐ |
| | ☐ | ☐ | | ☐ | ☐ | | ☐ | ☐ |

SP = self-paid FOC = free of charge

## Miscellaneous costs

| | Costs | paid for by DESY |
|---|---|---|
| ☐ Registration fee | | ☐ |
| ☐ Official telephone and Internet fees | | ☐ |
| ☐ Visa: | | ☐ |
| ☐ Parking charge (reason): | | ☐ |
| ☐ Petrol costs: | | ☐ |
| ☐ Cleaning costs: | | ☐ |
| ☐ Miscellaneous: | | ☐ |

Comments/reasons:

## Travel to several countries

Please provide the exact itinerary here:

| | | | |
|---|---|---|---|
| Arrival | Date: | Time: | Country: |
| Start of business | Date: | Time: | Country: |
| End of business | Date: | Time: | Country: |
| Departure | Date: | Time: | Country: |
| | | | |
| Arrival | Date: | Time: | Country: |
| Start of business | Date: | Time: | Country: |
| End of business | Date: | Time: | Country: |
| Departure | Date: | Time: | Country: |
| | | | |
| Arrival | Date: | Time: | Country: |
| Start of business | Date: | Time: | Country: |
| End of business | Date: | Time: | Country: |
| Departure | Date: | Time: | Country: |
| | | | |
| Arrival | Date: | Time: | Country: |
| Start of business | Date: | Time: | Country: |
| End of business | Date: | Time: | Country: |
| Departure | Date: | Time: | Country: |

Comments:

**The information I have provided is complete and correct.**

Place, date

Signature of applicant