

1. Travel authorization form

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)

Purpose of trip

Additional colleagues travelling with you on official business

Start of business trip			Conduct of official business				Anticipated end of business trip			Daily return?
Year			Start		Expected end					
Day/month	time	from	Day/month	time	Day/month	time	Day/month	time	at	
		<input type="checkbox"/> Residence <input type="checkbox"/> Office <input type="checkbox"/> Other location							<input type="checkbox"/> Residence <input type="checkbox"/> Office <input type="checkbox"/> Other location	<input type="checkbox"/> Yes <input type="checkbox"/> 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 § 6 par. 3 LRKG (no "good reasons") "Good reasons" for using a private car 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).....

Date, signature of applicant

Stellungnahme des/der Dezentenen/in und Abteilungsleiters/in bzw. Instituts- oder Seminardirektors/in:
(nur erforderlich, wenn **nicht** Drittmittel oder Institutsmittel)

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

2. 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

3. 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.