

# 1. Travel authorization form

Applicant's <b>name</b> and <b>town of residence</b>	Applicants's <b>job title</b> <span style="float:right">BesGr/VerGr</span>
Applicant's <b>place of work</b>	<b>Personnel number</b> (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 Dezenten/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  
 .....  
 .....

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.**