

Business Travel no.:

I. Application for Business Travel Permit				1		ersonnel no.:			
Responsable internal account:				SAP proof no.: (to be filled out only by FIBU)					
Last name, first name, wage group Place of employment:					inica dat only by 11bo)			n e chaosa	
Business travel	ler b) Fellow traveller	1:	st Residence		2nd Residence				
			13t Hesidence		Zilu nesidence				
		1	(596203	t baue.	man per	варто теонов	or entire 1 days		
						•		(Sept 200 to rept)	
mployee of KIT	: Yes No, but	☐ Invited	Speaker Co-ope	ration pa	rtner 🗆	Ph.D. student	☐ Stude	ent Scholarship holder	
ravel destinatio	n:		والمستوالين				A comment		
leason for trave									
Start of journey Date, time		Start of business Date, time			Approx. end of busines Date, time		ss End of journey Date, time		
		1						10 PG 460G	
tart of lourney fr	F) Debuga			Discour	11		Other place	
tart of journey fro		Private	Private residence		Place of employment			Other place	
ravel interruption	reason):			From			10	e si severir da mis	
aily return (on bu	usiness trips lasting more	e than one	day):		Yes	THE THE WAR		No	
Means of transpo	ortation:								
							П	Fellow traveller	
7		Corpora	te discount			nnCard holder	Biomoù	TO TO THE PARTY OF	
	y car (reason) Private car (reason)								
- Ingrit		Dis	scounts as free miles	/DB-Bah	nkomfort	points (acquire	ed on busine	ess trips)	
Other (reason	on)							Private car approve	
	gri .					Date		Signature (applicant)	
I. Busines	s Travel Permit	(To be fil	led out by the institut	e enterin	g the acc	ount for bookir			
Reiseantritt von:	☐ Wohnung	☐ Dienst	stelle andere	r Stelle	ED CECE	Datase give Last	o avertocki	nouscommodes	
Kostenerstattun		-	ch dem Landesreisel		setz (Die			Meneald was China	
NOSIENEI SIAIIUN	☐ Teilerstattung			small to	EUR		e Kosteners	tattung	
Vantianumas	Kostenstelle oder		Sind die Ausgaben fü	ürein		zufüllen von:		Nur auszufüllen von:	
Kontierung:	PSP-Element/Innenauftrag		steuerpflichtiges Projekt: (bitte ankreuzen)		FIBU	chart) zebita		PSE	
					St. kz.	Sachkonto		Betrag	
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			☐ Nein		nung law	er D	yro.	elsemmospA [3]	
			☐ Ja% Ant	teil	-				
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damed an 'ear	Eintrag PSE: Betrag i	Eintrag PSE: Betrag in Worten (unter 1000 Euro enti				pehrlich):			
Telefon-Nr. für F	Rückfragen:		Name:		E-Ma	il: -	The of select	d stars starsman or	
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Datum	Unters	chrift Instit	utsleiter(in) / Dekan(i	in)		Datum		nterschrift getverantwortliche(r)	
	Bereichsle	eiter(in) / Vi	zepräsident(in) / Prä	sident			Cesamoud	getverantworthone(i)	
						THE RESERVE AND DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO			
	(bei Reisen vo	n Professor	(inne)n während der \	Vorlesung	szeit)	Sachlich und			
		n Professor	(inne)n während der \		szeit)	tolamon		nlen/ einzunehmen	
Nur von FIBU	(bei Reisen vo	n Professor			szeit)	Sachlich und		ichtig, der Betrag ist wie angeget nien/ einzunehmen	

III. Travel itinerary (to be filled out by applicant)

	Outward journey	date/time	Euro					
1	Start of journey from private residence with:	TRE-TIMEST / SOURCE	D Test Continuing					
1	or start of journey from place of employment with:	1	HALL A SECURE AND A SECURITY OF					
T	Departure in	roll tres to smartly outside	A CONTRACTOR AND THE					
1	Arrival in		Control of the second of the					
-	FOR JOURNAYS Shroods 45							
L	For journeys abroad: time of border crossing (outbound passage) For air travel: landing							
1	Start of business:							
1	End of business:	* PER PROPERTY PROPERTY	review of Kits. (1) year					
Ī	Fares for journeys at (foreign) place of business:	_	The second second second					
			grows by the recent					
Spirit Land	Return journey	486	क्राव्य अवस्थ					
L	Departure in	. /						
	Arrival in .	ret lieu e mars 19	mail yerrizo lo nari					
	For journeys abroad: time of border crossing (inbound passage) For air travel: landing	1	ingesey notownem favor					
	End of journey at place of employment with:	unt ann dien konte enflest	ati u aasiin d hiirmen yfs.					
ŀ	or end of journey at private residence with:	1	resilations name to actual					
	Travel costs	Prof.	·					
_		class	BENERAL A					
-	Flight	ones - Ones	(uses) 165 y senso					
+	Private car approved for business travel (license plate no.)	and the second	km travelled					
		Kill travelled						
	Private car not approved for business travel		km travelled					
	Baggage carried	kg						
Ī	Fellow traveller / Institute							
5.	Accommodation expenses (please give detailed reasons for surplus amou	PERMIT (To be filled out a	P Prismess Travel					
	☐ incl. Breakfast ☐ excl. Breakfast ☐ Private accommodation [ow in the second						
	Additional costs (such as conference fees, charges for business related pl	hone calls etc.)						
-	Contributions of third party/parties (meals free, meals included in confer							
	☐ None ☐ Meals: Breakfast If yes, which (number):	Lunch	Dinner					
	Accommodation: Travel grants	20 U						
	Yes, institute ²⁾							
	Accommodation: Yes, third party	How [2]	Sum discounts (such as free miles, DB points)					
9.	Anticipatory payments made to applicant (pre-payments):	the second second at the second second	mee miles, Be points)					
0.	Payments made by the institute (i.e. train or flight tickets, hotel and such)	Please add copies of receipts!	Taudobalis for Buord steet					
+	Banking information for transfer of travel cost reimbursement:							
	Name/address of bank:							
		urassalva rabiutalelor						
	IBAN: mediative (model)	SWIFT/BIC:						
dec	clare that all given information is correct.							
	sruhe, (date)	ment						
	Signature (applicant)							

¹⁾ Only to be filled in by owners of the DB BahnCard when using a private car, since in that case, only BahnCard travel costs may be reimbursed.
2) Please add a copy of the receipt