

I. Application for Business Travel Permit

Personnel no.:

Responsible internal account:		SAP proof no.: (to be filled out only by FIBU)	
Last name, first name, wage group		Place of employment:	
a) Business traveller b) Fellow traveller		1st Residence	2nd Residence
Employee of KIT: <input type="checkbox"/> Yes <input type="checkbox"/> No, but <input type="checkbox"/> Invited Speaker <input type="checkbox"/> Co-operation partner <input type="checkbox"/> Ph.D. student <input type="checkbox"/> Student <input type="checkbox"/> Scholarship holder			
Travel destination:			
Reason for travelling:			
Start of journey Date, time	Start of business Date, time	Approx. end of business Date, time	End of journey Date, time
Start of journey from: <input type="checkbox"/> Private residence <input type="checkbox"/> Place of employment <input type="checkbox"/> Other place			
Travel interruption (reason):		From	To
Daily return (on business trips lasting more than one day): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Means of transportation:			
<input type="checkbox"/> Rail/train <input type="checkbox"/> Corporate discount <input type="checkbox"/> DB-BahnCard holder <input type="checkbox"/> Fellow traveller			
<input type="checkbox"/> Company car (reason)		<input type="checkbox"/> Private car (reason)	
<input type="checkbox"/> Flight		<input type="checkbox"/> Discounts as free miles/DB-Bahnkomfort points (acquired on business trips)	
<input type="checkbox"/> Other (reason)			
I am aware that travel cost reimbursement needs to be claimed in written form and within six months . This time limit starts the day after the business travel trip's end.			
			Date
			Signature (applicant)

II. Business Travel Permit (To be filled out by the institute entering the account for booking)

Reiseantritt von: <input type="checkbox"/> Wohnung <input type="checkbox"/> Dienststelle <input type="checkbox"/> anderer Stelle			
Kostenerstattung: <input type="checkbox"/> Volle Kostenerstattung nach dem Landesreisekostengesetz (Dienstreise)			
<input type="checkbox"/> Teilerstattung <input type="checkbox"/> _____ % <input type="checkbox"/> _____ EUR <input type="checkbox"/> keine Kostenerstattung			
Kontierung:	Kostenstelle oder PSP-Element/Innenauftrag	Sind die Ausgaben für ein steuerpflichtiges Projekt: (bitte ankreuzen)	Nur auszufüllen von: FIBU
		<input type="checkbox"/> Ja _____ % Anteil	St. kz.
		<input type="checkbox"/> Nein	Sachkonto
		<input type="checkbox"/> Ja _____ % Anteil	Nur auszufüllen von: PSE
	<input type="checkbox"/> Nein		Betrag
Eintrag PSE: Betrag in Worten (unter 1000 Euro entbehrlich):			

Telefon-Nr. für Rückfragen:

Name:

E-Mail: ~

Datum		Unterschrift Institutsleiter(in) / Dekan(in)		Datum		Unterschrift Gesamtbudgetverantwortliche(r)	
		Bereichsleiter(in) / Vizepräsident(in) / Präsident (bei Reisen von Professor(inne)n während der Vorlesungszeit)				Sachlich und rechnerisch richtig, der Betrag ist wie angegeben auszuzahlen/ einzunehmen	
Nur von FIBU auszufüllen	Kreditor:	Buchungsperiode/Jahr:		Stempel:			
	Erfasser/in:	Gezahlt am:					

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

1. Outward journey		date/time	Euro
Start of journey from private residence with:		/	
or start of journey from place of employment with:		/	
Departure in		/	
Arrival in		/	
For journeys abroad: time of border crossing (outbound passage)		/	
For air travel: landing		/	
Start of business:		/	
End of business:		/	
Fares for journeys at (foreign) place of business:			
2. Return journey			
Departure in		/	
Arrival in		/	
For journeys abroad: time of border crossing (inbound passage)		/	
For air travel: landing		/	
End of journey at place of employment with:		/	
or end of journey at private residence with:		/	
3. Travel costs			
Rail/train <input type="checkbox"/> Corporate discount <input type="checkbox"/> DB BahnCard () class <input type="checkbox"/> Other			
Flight			
Private car approved for business travel (license plate no.)			km travelled
Private car not approved for business travel			km travelled
Baggage carried			kg
4. Fellow traveller / Institute			
5. Accommodation expenses (please give detailed reasons for surplus amount)			
6. <input type="checkbox"/> incl. Breakfast <input type="checkbox"/> excl. Breakfast <input type="checkbox"/> Private accommodation <input type="checkbox"/> Without any receipt			
7. Additional costs (such as conference fees, charges for business related phone calls etc.)			
Contributions of third party/parties (meals free, meals included in conference fees or in flight catering, accommodation, free miles etc.)			
<input type="checkbox"/> None <input type="checkbox"/> Meals: Breakfast Lunch Dinner If yes, which (number):			
<input type="checkbox"/> Accommodation: Yes, institute ²⁾ <input type="checkbox"/> Travel grants			
<input type="checkbox"/> Accommodation: Yes, third party <input type="checkbox"/> Sum discounts (such as free miles, DB points)			
9. Anticipatory payments made to applicant (pre-payments):			
10. Payments made by the institute (i.e. train or flight tickets, hotel and such) <u>Please add copies of receipts!</u>			
Banking information for transfer of travel cost reimbursement: Name/address of bank:			
IBAN:		SWIFT/BIC:	
I declare that all given information is correct.			
Karlsruhe, (date)		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