

**Authorization to travel in the form of a**☐ **Business trip or** ☐ **Training trip****I. Authorizing body**

Name (chair/organizational unit)	
Faculty	
Full address of the chair/ institution	
Financing of the trip (chapter, title, cost centre, information on splitting into multiple cost centres if applicable)	
In case of UBT Graduate School, please send application to: Universität Bayreuth / UBT Graduate School Universitätsstraße 30 95447 Bayreuth	

II. Recipient

Last name, first name, academic degree	
Street, house number	
Postal code, city	
Country	
Date of birth	
Tax ID	
If applicable, existing personnel number (for employment at another office of the State of Bavaria)	
IBAN	
BIC	
Phone number	
E-mail address	

III Travel dates

Purpose of the trip		Means of travel	
Business location			
Travel period from - to		Reason for using private car	
Private stay from - to (enclose comparative offer)		Justification for increased accommodation costs	
Start of the trip (date, time)		Reason for use of other means of transportation e.g. rental car/taxi	
Start of business (date, time)			
End of business (date, time)			
End of the trip (date, time)			

IV. Necessity

The trip named under III. is necessary for the following reason:

The organization of the trip by a person employed at the
University of Bayreuth is not possible for the following reason:

The University of Bayreuth permits the person named under II. to travel as described under III.

This permission does not constitute an employment relationship. Furthermore, it does not constitute a claim for damages (e.g. damage to a motor vehicle) against the State of Bavaria.

Only the costs necessary under travel expenses law can be reimbursed.

The statutory exclusion period of 6 months in accordance with Art. 3 Para. 5 BayRKG is agreed, i.e. the entitlement to reimbursement of travelling expenses expires after 6 month.

Place, date

Place, date

Authorizing body's signature

Recipient's signature