



**UNIVERSITÄT
BAYREUTH**

DIE KANZLERIN

Universität Bayreuth, 95440 Bayreuth

An

alle Beschäftigten der Universität Bayreuth

Im Hause

Az. P 1710-111/3

Im Antwortschreiben bitte angeben

Bayreuth, 19.01.2026

General travel authorization for employees of the University of Bayreuth

Dear Members of Staff,

Based on a decision of the University Governing Board at its meeting on 28 October 2025, all employees are hereby granted a general travel authorization for one-day trips within Germany using public transport for the purpose of carrying out official business within the scope of their work, effective from 1 January 2026.

The organizational units are requested to establish internal regulations for coordinating these trips with the relevant supervisors, e.g. in the form of approval by email. Authorization is granted in a manner that is revocable at any time and is valid for an indefinite period.

With regard to the means of transport, it should be noted that only the use of public transport (except for the Deutschlandticket) and bicycles or e-bikes is permitted. If a motor vehicle or the Deutschlandticket is used, a separate business travel request must still be submitted.

In accordance with the principles of economy and efficiency, the necessity of travel must always be assessed.

Yours sincerely,

Nicole Kaiser

Dr. Nicole Kaiser
Kanzlerin