



UNIVERSITÄT
BAYREUTH

DIE KANZLERIN

Universität Bayreuth, 95440 Bayreuth

To be sent to

all employees of the University of Bayreuth

- internal mail -

Ref. № P 1710-III/3

Please include in future correspondence

Bayreuth, 15.12.2025

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, effective 1 January 2026, a **general authorization for one-day business trips within Germany using public transportation** in the course of their official duties.

Organizational units are requested to establish internal procedures for coordinating these trips with the relevant academic or administrative supervisors, for example by means of approval via e-mail.

This authorization is granted on a revocable basis at all times and is not limited in duration.

With regard to the means of transport, please note that only the use of public transportation (excluding the *Deutschlandticket*) is permitted under this general authorization. If a private vehicle is used or the *Deutschlandticket* is applied, a separate business travel application must still be submitted.

In accordance with the principles of economy and efficiency, the necessity of each trip must always be carefully reviewed.

Yours faithfully,

Dr. Nicole Kaiser

Provost