

(department, subject area, institute)

To the  
University of  
Bayreuth Division  
III/3

Internal Mail

Funding request for **interview visits**

To fill the position of a  
Mr./Ms./Mrs.

born in

is to be invited to a non-binding interview. The interview visit  
will be carried out from to

Rationale for spending the night:

It is requested that funds be made available for this interview visit, for which there is an urgent  
official interest.

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**Availability**

There is agreement that Mr./Ms./Mrs. \_\_\_\_\_  
is to be invited to carry out the interview visit given above.

- Reimbursement will be made for travel expenses, travel expenses within the framework of the FMBek dated 28.09.2017 (reimbursement of expenses for interview visits). The applicant is to be informed of this (with the relevant information sheet).
- Funding is / is not approved because

Annex: 1 form for invoicing  
1 information sheet

1 copy to be  
returned to  
Professor

Institute University of Bayreuth

Internal Mail

Bayreuth, [date]

signed

date: 28/09/2017

Information sheet on the reimbursement of expenses for the interview:

Interview visits for professors and other academic staff members

Legal basis: Announcement by the Bavarian State Ministry of Finances dated 28/09/2017. Upon

request (with the attached form), the following costs are reimbursed:

<p>Travel expenses</p>	<p>1. The cost of the least expensive ticket for the least expensive regular means of transportation for the shortest route between the place of residence and the place of the interview (generally the cost of a 2nd class train ticket) and at the place of the interview                      Allowances for rail transport are not taken into account. If the applicant is seriously disabled, travel expenses will exceptionally be reimbursed in the same way as for business travel. (1st class)</p> <p>2. If one's own private motor vehicle is used, 75% of 0.25 euros per km is reimbursed.</p> <p>3. Travel expenses at the place of residence are not reimbursed.</p>
<p>Accommodation costs</p>	<p>Necessary accommodation costs of up to 90.00 euros</p>