

**Notification of a Business Trip** without agreement to the reimbursement of travel expenses for the Rector, Registrar, professors



**Travel Request Form for a Business Trip**

Surname, First Name(s)	Office, Department, Place of Employment, Position	Extension (Phone: four digit extension)

Residential address of the Person Going on a Business Trip (street, postal code, town) 1)	Differing Home Address (several possible)

Destination(s) (if there is more than one destination, please indicate all business locations)

Start of Business Trip (date/location)	End of Business Trip (date/location)
on:                      in:                      on:                      in:	

Start and Expected End of Business (date/time)
From                      am/pm                      From:                      am/pm

Reason for the Trip / Business to be Conducted

Financed by:	Chapter	Title	Cost Centre	Signature Superior/ Project Leader
<input type="checkbox"/> Budgetary Funds <input type="checkbox"/> Third-Party Funds <input type="checkbox"/> Self-Financed				

**Means of Transport**

Train                       Bus                       Boat                       Company Car

Bahncard                       25                      Owner                       Plane (national **flights must be explained**)

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Private Car (**private reasons**)                       Other

Private Car (**valid reasons**)                       Passenger with (name, department)

<b>Explanation of Valid Reasons</b> for not using a public means of transport (rental or private car, ...)

Will the Business Trip be Combined with a Holiday or Other Private Trip?	From-To _____	Are you Applying to Combine the Trips due to Business Reasons? (i.e. a Holiday or Other Private Trip? for a deduction according to §12 LRKG MV and the corresponding administrative regulation).
<input type="checkbox"/> No <input type="checkbox"/> Yes, Please Fill-In the Adjacent Questions	To _____	<input type="checkbox"/> Yes, this is an Application <input type="checkbox"/> No, this is only a Notification

<b>Expected Travel Costs</b>	Cover for Lecturing Substitute Lecture on (date)	<input type="checkbox"/> Yes <input type="checkbox"/> No    Date _____
Daily Expenses Allowance    €    _____	<input type="checkbox"/> I am Applying for Work Leave and Accident Insurance <b>Valid Reasons</b> , deviating from §4 Sub-Section 1 Clause 1 LRKG M-V are acknowledged (§4 Sub-Section 1 Sentence 2 LRKG). Permission is granted for the use of a private car for the business trip. In this case, <b>Reimbursement of Material Damage</b> is regulated by §92 LBG M-V and the corresponding decrees or by §32 BeamtVG and No. 32.1.7 of the administrative regulation, as well as the joint announcement from the Ministry of the Interior and the Ministry of Finance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accommodation Costs <sup>2)</sup> €    _____		
Transport Costs    €    _____		
Other Costs (e.g. congress cost)    €    _____		
Expected Total Costs    €    _____		
<b>I Request an Advance Payment of</b> (max. 80% of the expected cost)	€    _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

BIC / Swift-Code	Bank	IBAN
Greifswald,(date) _____	Signature _____	

**N.B. The reimbursement of travel expenses is only possible if the claim is presented to the HR Department within 6 months after the end of the business trip.**

1) The home address of the person going on the business trip is not the address where her/his family lives, but the address at which he/she actually lives. 2) If the amount of € 65 is exceeded, proof of the unavoidability of the business trip must be given when applying for approval (§8 Sub-section 1 Sentence 3 LRKG and the corresponding administrative regulation). 3) If you have a free business meal, you still have to report this, even if you renounce your right to the entire or partial reimbursement of the travel expenses.	<p><b>Approval of Business Trip (if notification: acknowledged)</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Date _____ Signature, Head of Institution _____</p>
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