

**To Human Resources Department, Central University Administration - Travel Office -**

**a) Request for approval of a business trip**

**b) Notification of a business trip without reimbursement of costs undertaken in the context of primary position/official duties at UPB**

Full reimbursement in accordance with RKG NRW

Max. reimbursement of €

Is it possible to conduct the service business basically with digital communication possibilities? Yes No  
If yes, please describe the justification for the need to participate in presence: (Required information)

Surname, first name		Email Address		Phone no.	Faculty/Institution
<div style="background-color: #cccccc; height: 20px;"></div>		<div style="background-color: #cccccc; height: 20px;"></div>		<div style="background-color: #cccccc; height: 20px;"></div>	<div style="background-color: #cccccc; height: 20px;"></div>
Destination		Departure from	Place of Residence		Departure airport, if applicable
<div style="background-color: #cccccc; height: 20px;"></div>		<div style="background-color: #cccccc; height: 20px;"></div>	<div style="background-color: #cccccc; height: 20px;"></div>		<div style="background-color: #cccccc; height: 20px;"></div>
Purpose of business trip/title/event (if a conference, please attach the programme; for invitations, please attach a copy of the invitation)					
<div style="background-color: #cccccc; height: 20px;"></div>					
The following people will also be going on the business trip (please attach a "request for approval of a business trip" form for each university employee going on the trip)					
<div style="background-color: #cccccc; height: 20px;"></div>					
Departure date/time	Start date/time of business activity/event		End date of business activity/event		Expected return date/time
<div style="background-color: #cccccc; height: 20px;"></div>	<div style="background-color: #cccccc; height: 20px;"></div>		<div style="background-color: #cccccc; height: 20px;"></div>		<div style="background-color: #cccccc; height: 20px;"></div>
Cost incurred by Paderborn University (daily allowance/accommodation costs/transportation expenses/registration or attendance fees, etc., if known)					
<div style="background-color: #cccccc; height: 20px;"></div>					
AO : <div style="background-color: #cccccc; width: 50px; display: inline-block;"></div> with <div style="background-color: #cccccc; width: 20px; display: inline-block;"></div> % of expenses // additional AO <div style="background-color: #cccccc; width: 50px; display: inline-block;"></div> with <div style="background-color: #cccccc; width: 20px; display: inline-block;"></div> % of expenses					
<b>General ledger account number:</b>					
<b>Reimbursement from third party:</b> <input type="radio"/> Yes <input type="radio"/> No (required information)					
<b>Means of transport</b> When choosing the means of transport, aspects of climate protection in particular must be taken into account in addition to economic considerations!					
Public transport	Plane				
Business car	Rented car				
Taxi	Passenger in the motor vehicle of <div style="background-color: #cccccc; width: 200px; display: inline-block;"></div>				
Two-wheeled motor vehicle/bicycle	Privately owned car to Sec. 5 (1) RKG NRW (max. reimbursement of costs in the case of damages/ vehicle damage: € 300,-) ; You can find information on Provinzial's full comprehensive insurance <a href="#">here</a>				
<b>Plane:</b> Reason <b>only</b> required if the flight is a domestic flight within Germany or to a neighbouring country					
<b>Rented car, company car, privately owned car according to Sec. 5 (1) RKG NRW, taxi:</b> Please provide a business reason for use.					
<div style="background-color: #cccccc; height: 80px;"></div>					

Surname, first name _____	Departure date/time _____
Destination _____	Expected return date/time _____

**Risk assessment**

**Required information** and documents for ensuring safety and well-being on business trips:

<p><b>For international business trips with exposure to particularly extreme climate conditions and risk of infection as well as trips lasting over three months:</b></p> <p>For trips to tropical and subtropical regions and business trips with particularly extreme climate conditions and risk of infection, as well as trips abroad amounting to over three months of travel in total each year, an occupational medical examination and risk assessment must be conducted before the business trip can be approved. Further information can be found under the <a href="#">occupational safety and health webpage</a>. A list of relevant countries can be found <a href="#">here</a>. The medical examination and risk assessment must be submitted with the request for business trip approval. Without these documents the business trip cannot be approved. By signing below you confirm that you have read the information about relevant <a href="#">Travel Advice from the Federal Foreign Office</a> for your destination country.</p> <p>For your own safety and well-being we urgently advise you to take out travel health insurance (covering medically necessary return transport).</p>	<p><b>All other business trips and excursions within Germany and abroad:</b></p> <p>For all other national or international business trips, a risk assessment must be carried out before the trip commences. Additional information can be found under on the <a href="#">occupational safety and health webpage</a>. Does your business trip entail a higher risk due to local climate, living conditions or planned (business) activities?</p> <p><input type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>If you have any questions, feel free to contact the occupational health and safety team or the medical officers, Your occupational insurance may become invalid if you do not provide full and accurate information.</p> <p><b>By signing below I confirm that I have read and acknowledge the information on occupational health and safety and risk assessment, and have read the travel advice information for my destination country from the Federal Foreign Office.</b></p> <p>For your own safety and well-being we urgently advise you to take out travel health insurance (including medically necessary return transport).</p>
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**Information on funding the business trip**

- At the time of the business trip the personnel costs of the traveller are financed from the same Accounting Object(s) (AO) which is/are to be used to finance the travel expenses. Travel expenses are eligible expenses for this AO.
- At the time of the business trip the personnel costs of the traveller **are not** financed from the same Accounting Object(s) (AO) which is/are to be used to finance the travel expenses, but from the following AO: \_\_\_\_\_ (please enter the AO), **BUT**
  - The business trip is necessary for the project which **is used to finance the business trip expenses OR (for funding the business trip expenses from budget funds or available third-party funding)**
  - The business trip is necessary for the project **in which the traveller is employed**

In both cases please explain the reason for the trip (always necessary, continue on a separate page if required)

\_\_\_\_\_

**Decision and approval signature of Div. 2.3 External Funds Management:**

\_\_\_\_\_

<p>_____</p> <p>Date, City</p>	<p>_____</p> <p>Signature of traveller</p>	
<p><b>Declaration of approval</b> by dean or supervisor indicated by signature</p>		
<p>_____</p> <p>Date, City</p>	<p>_____</p> <p>Print name</p>	<p>_____</p> <p>Signature</p>

Surname, first name [Redacted]	Departure date/time [Redacted]
Destination [Redacted]	Expected return date/time [Redacted]

<b>Paderborn University Vice President for Operations</b>	<b>Please note:</b> The request for reimbursement of travel expenses must be submitted in writing within a period of six months after the end date of the trip!	Date [Redacted]
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Travel Office, Division 4.1

When purchasing train tickets from the Deutsche Bahn at the counter please always state the company customer number 4201492 (5% discount)  
When booking your ticket online, register in the company customer programme (5 % discount); you will need to send your email address to the Travel Office.

**1. Approval of business trip [re: a)]**

- The business trip is approved as requested.
- The business trip is approved under the proviso that
  - regularly-scheduled means of transportation (with the exception of planes) are used.
  - A rental car is to be used.
  - A company car is to be used.

**2. Trip without reimbursement of expenses [re: b)]**

- The trip is connected to your primary position/official duties or serves the interests of the employer or the public.

Return to  
The applicant  
**Faculty / Institution / Department**

[Redacted]

with the request to inform the dean or supervisor.

*Please refer to the information and guidelines on business trips at <https://www.uni-paderborn.de/zv/4-1/dienstreisen>*

**Please attach this business trip approval to your travel expense report!**

*Do you need an advance payment for certain expenses? Before your trip, you can submit an informal request, including your bank account information. Please enclose copies of expense-related documents (plane ticket, conference fee, etc.) and the original approval document.*

p.p.

\_\_\_\_\_  
Signature

Travel expense report forms and further information are available at <https://www.uni-paderborn.de/zv/4-1/dienstreisen>

For information about business trip approvals, please call the persons at the phone numbers: 60 -3768 Ms Schwalk  
-2764 Ms Kürpick  
-2537 Mr Bornhorst