|  |  |  |  |
| --- | --- | --- | --- |
| **Please note that business trips may neither take place nor attract reimbursement without prior approval.** | | | |
| **Person making request (surname, given name)** | **Faculty/Institute/Department** | | **Telephone** |
| Trip to be funded by project/cost centre | | | |
| **Destination (place of assignment)**  **Destination (country)** | | **Trip purpose** | |
| **Start of trip**  Date       Anticipated time | | **End of trip**  Date       Anticipated time | |
| **Does the trip take in a country/area with particular infectious disease risks or climatic extremes? (*See Mandatory preventive healthcare guidelines and www.die-reisemedizin.de)***  **No**  **Yes**  **If so, mandatory preventive healthcare is a requirement and the trip cannot be approved or begin before confirmation is supplied that it has been provided!**  Confirmation of the planned business trip as an order for mandatory preventive healthcare  **Signature of dean or (in the university administration) head of department** | | | |
| **Means of transport**  Public transport  Rail  Taxi  University motor vehicle  Own motor vehicle  Air travel  Rental vehicle | | | |
| **Reasons for using one’s own or a rental motor vehicle (only good reasons can be recognised)** | | | |
|  | | | |
| **Reasons for using a taxi (only good reasons can be recognised)** | | | |
|  | | | |
| Free accommodation provided  Free meals provided  Travel expenses to be paid by a third party  I possess a *Bahncard* rail discount card  The anticipated expenditure amounts to €      .  I do not require the reimbursement of:  per diem allowances  accommodation allowances  transport expenses  incidental expenses    travel expenses | | | |
| **Please turn over** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **In principle, neither business trips nor field trips can be approved to countries covered by travel warnings issued by the Federal Foreign Office. This also applies analogously to travel to areas covered by partial Foreign Office travel warnings.**  Travel not pre-approved as a business trip is not covered by insurance, and no entitlement to the reimbursement of travel expenses exists. If a trip to a country covered by a travel warning is unavoidable, please consult with the Travel Cost Centre to determine how to proceed.  Please check for current Foreign Office travel warnings before setting off on your trip: <http://www.auswaertiges-amt.de/DE/Laenderinformationen/01-Reisewarnungen-Liste_node.html#doc536872bodyText2>  If a travel warning comes into effect before a business trip begins that was not yet in place when the trip was approved, approval for the trip must be revoked. Travellers must, therefore, monitor travel warnings issued by the Foreign Office up until the last possible moment.  Is there a travel warning in force? Yes  No | | | |
| ***Only to be filled in by professors and academic teaching staff***  The orderly conduct of teaching/examinations/participation in university self-government tasks is assured:  by a deputy:       (Surname, given name)  no impact is anticipated  by the rescheduling of teaching | | | |
| Date | Signature of traveller | | Signature of cost centre manager |
|  | Please sign only the GERMAN form! | |  |
| **The medical certificate confirming mandatory preventive healthcare provision has been supplied!**  yes no  **The travel request is hereby approved.** | | | |
| Date | | Signature of dean or head of department (administration) | |

Goethe University staff require prior written approval, granted through this form, for business trips. Trips must be approved by faculty deans, the managers of central facilities or the department heads in administrative divisions. Business trips consist of travel for the purpose of conducting official assignments away from an employee’s usual workplace. Business trips encompass official assignments and the journeys required to perform these assignments.

The approval of business trips must consider both the general administrative principles of economy and economic efficiency and the employer’s duty of care towards employees.

Only expenses reimbursable under the Hessian Travel Expenses Act *(Hessisches Reisekostengesetz, HRKG)* in conjunction with the Foreign Travel Expenses Ordinance of the Federal Government (*Auslandsreisekostenverordnung des Bundes, ARV*) may be reimbursed. Further information is available from <http://www.uni-frankfurt.de/48628978/Reisekosten_Merkblatt1.pdf>

Claims for the reimbursement of travel expenses must be submitted to the Travel Cost Centre within a cut-off period of 6 months. This period begins on the day following the day on which the business trip has ended. Claims for the reimbursement of travel expenses are made by submitting a complete travel expenses report including originals of all receipts.  
<http://www.uni-frankfurt.de/48628954/Reisekostenrechnung-PDF-mit-Anlage.pdf>