|  |  |  |
| --- | --- | --- |
| Date  | Signature of traveller  | Signature of cost centre manager  |
|       | Please sign only the GERMAN form! |  |
| Date       | Signature of dean or (in the university administration) head of department |

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| **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)** Germany | **Trip purpose**                |
| **Start of trip**Date       Anticipated time            | **End of trip**Date       Anticipated time       |
| **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 expenses amount to €     .I do not require the reimbursement of:per diem allowances [ ]  accommodation allowances[ ]  transport expenses[ ]  incidental expenses [ ]  travel expenses  [ ]  |
| ***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 |

****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*) 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>