To the department 4.1 of the university administration - Travel Department -

Please submit the original of the business trip approval together with copies of the receipts. Please settle the deduction within 4 weeks after the end of the business trip!

## Request for granting an advanced payment for business trips

| Surname, first name - mandatory deposit at the bank (VOP): | E-Mail: | Phone no.: | Faculty/Institution: |
|---|---|---|---|
| IBAN: | BIC Code: | | |

I request an upfront payment (advance payment) in the amount of the corresponding travel expense regulations for the intended business trip:

| Departure from: | to: | Country (only for trips abroad): |
|---|---|---|
| Date (from-to/on): | Purpose of trip: | |

## Planned expenses/requested advance payment amount

Train ride: ______ EUR

Flight: ______ EUR

Accommodation costs: ______ EUR

Alternative - Overnight stay lump sum: ☐ Yes ☐ No

Conference fee: ______ EUR

Other (short explanation): ______ EUR

Advance payment determination: ______ EUR

**Only be completed by the Travel department!**

The amount is to be paid from the following settlement object and general ledger account:

Accounting object:

General ledger account number: please select

Date:

Name of the person signing in block letters:

Signature of applicant

Signature of dean / supervisor or project manager

**To be completed by Dep. 4.1:**

factually correct (*and mathematically correct)

Signature

Date:

Name of the person signing in block letters:

* please delete if signed separately

mathematically correct

Signature

Date:

Name of the person signing in block letters: