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Person handling
this matter:

Berlin, on

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Denial of Application for Approval of Business Travel

Application dated:

Travel destination:

Period:

Dear Mr./Ms.:

We are unable to approve the abovementioned travel as business travel. The reasons for the denial of approval are as follows:

- The German Foreign Office has issued an urgent warning to travelers not to travel to _____. For reasons of public welfare, we do not approve business travel to countries regarding which the Foreign Office has issued these types of warnings.

We hope that you understand our position. We suggest that you postpone your travel plans until another time.

- Travel to countries that the German Foreign Office or the World Health Organization (WHO) recommends that travelers avoid in light of the spread of infectious disease is not eligible for approval.
- The travel for which you have applied is in connection with an ancillary activity or secondary employment. If you have not already done so, please submit an application for approval of this ancillary activity or secondary employment with the Personnel Office appropriate for you, depending on your type of employment.
- There are no travel funds available. Please let us know whether you wish to carry out the travel plans without reimbursement for the costs.
- According to the provisions of the Bundesreisekostengesetz (Federal Act on Travel Expenses), "business travel" (*Dienstreise*) means travel for the performance of business activities outside of the traveler's location of employment. The only matters considered "business activities" (*Dienstgeschäfte*) are the tasks directly assigned for the traveler to perform.

Regardless of whether or not costs are reimbursed, only travel that is necessary for the performance of such business activities can be approved as business travel.

Giving a presentation or talk as part of your application is not considered business travel within the meaning of the Federal Act on Travel Expenses.

- The Personnel Office has granted you leave (*Beurlaubung*) for the travel purpose stated in your application.

Approval of business travel and granting of leave of absence pursuant to the Sonderurlaubsverordnung (Regulations on Special Vacation) or Hochschulurlaubsverordnung (Regulations on Vacation from Higher Education Institutions) are mutually exclusive.

- There are no compelling business-related reasons for the business travel in question. Please check whether you can achieve the intended purpose of the travel in another manner. If the legal prerequisites are met, you may be able to apply for special vacation (*Sonderurlaub*) pursuant to the Sonderurlaubsverordnung (Regulations on Special Vacation) or Hochschulurlaubsverordnung (Regulations on Vacation from Higher Education Institutions).

Please contact your Personnel Office for further information.

- The reasons for the business travel are not exclusively compelling business-related reasons. It is therefore not possible for us to approve business travel for the reasons stated in the application for a period of more than six weeks.

Please apply for leave or vacation pursuant to the Sonderurlaubsverordnung (Regulations on Special Vacation) or Hochschulurlaubsverordnung (Regulations on Vacation from Higher Education Institutions).

- We are unfortunately unable to accommodate your request that we issue formal confirmations for travel for conferences, presentations, or research projects in which you have engaged following your retirement.

Regardless of whether or not costs are reimbursed, only travel that is necessary for the performance of business activities (*Dienstgeschäfte*) can be approved as business travel (*Dienstreise*). In your capacity as a retired higher education instructor, you no longer hold an office or appointment in the sense of employment law, and thus, you are also no longer engaged in the performance of official business activities.

We are very pleased that you are reinforcing the image of Freie Universität Berlin through activities of this nature even following your retirement, and we regret that we are unable to issue a different decision.

Best regards,

