

Address:

14195 Berlin, Germany

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Person handling
this matter:

Berlin, on

Approval of travel with travel expense allowance

Application dated:

Travel destination:

Period:

Dear Mr./Ms.:

We confirm receipt of your notice regarding the abovementioned trip.

The department/ central institute in question will contribute the following allowance for travel expenses toward the expenditures:

After you have completed your travel, please submit the corresponding documents regarding your travel to us.

Please note the following:

- An allowance for travel expenses can only be granted if you submit a claim **within an exclusion period of six months**. The time limit begins as of the day after the date on which the travel is completed.
- For all travel that is associated with vacation of more than five working days' duration, the only costs of ticket prices that are eligible for reimbursement in terms of the calculation of the allowance are the additional costs incurred for the fulfillment of the purpose of the travel.

Best regards,