

Address:

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Person handling
this matter:

Berlin, on

Approval of business travel with reimbursement of travel expenses

Application dated:

Travel destination:

Period:

Dear Mr./Ms.:

You are hereby granted approval retroactive approval for the abovementioned trip as business travel. Reimbursement for travel expenses will be granted.

Reimbursement for travel expenses is granted based on the Bundesreisekostengesetz (Federal Act on Travel Expenses, abbreviated BRKG) in connection with § 77 of the Landesbeamtengesetz (Civil Service Act for the State of Berlin, LBG). The only travel expenses eligible for reimbursement are the necessary expenditures incurred during the business travel for completion of a business activity.

- (dienstliches Interesse an der Kfz-Benutzung ist nicht gegeben)*
There is no business-related interest (dienstliches Interesse) in the use of a privately owned motor vehicle in this case. The mileage reimbursement (Wegstreckenentschädigung) is € 0.20/km, up to a maximum limit of € 130.00. The amount of reimbursement is limited to the costs of the lowest class of transportation via a regularly scheduled mode of transportation. Please provide an itemized listing of the kilometers traveled. No liability is assumed for property damage.
- (dienstliches Interesse an Kfz-Benutzung)*
There is an acknowledged business-related interest (dienstliches Interesse) in the use of a privately owned motor vehicle for the travel/business travel in this case. The mileage reimbursement (Wegstreckenentschädigung) is € 0.20/km, up to a maximum limit of € 130.00 for the entire trip. Please provide an itemized listing of the kilometers traveled. No liability is assumed for property damage.
- (nur in Ausnahmefällen - erhebliches dienstliches Interesse an Kfz-Benutzung)*
There is an acknowledged substantial business-related interest (dienstliches Interesse) in the use of a privately owned motor vehicle for the travel/business travel in this case. The mileage reimbursement (Wegstreckenentschädigung) is € 0.30/km. Please provide an itemized listing of the kilometers traveled.

- There is no compelling reason (triftiger Grund) for the use of a rental car within the meaning of § 4 Para. 4 BRKG. Therefore, these costs will not be assumed. Should you utilize a rental car nonetheless, you are eligible for mileage reimbursement (Weckstreckenentschädigung) for the distance traveled in the amount of € 0.20/km, up to the maximum limit of € 130.00. In this case, please provide an itemized listing of the kilometers traveled. No liability is assumed for property damage.

(gilt nicht bei nachträglicher Genehmigung)

- The expenses for the use of a rental car will be reimbursed. The costs incurred must be indicated when you submit your business travel expense statement. Please note that as a basic principle, the only rental car expenses eligible for reimbursement are the expenses associated with the use of a vehicle belonging to the lower mid-sized vehicle class.

When preparing your travel expense statement, please be sure to use the statement form published for this purpose. You can access this form online at

http://www.fu-berlin.de/zuv/abt1/formulare/dienstreisen/pdf_dienstreisen/abrechnung_dienstreisen_en.pdf

When it is complete, please send the expense statement form, together with this travel approval notice, to the travel expense office within Personnel Department I A as soon as possible after completing your trip, preferably within four weeks.

Please note the following:

- Reimbursement for travel expenses can only be granted if you submit a written application to Personnel Department I A **within an exclusion period of six months**. The time limit begins as of the day after the date on which the business travel is completed.
- For all business travel that is associated with vacation of more than five working days' duration, the only costs of ticket prices that are eligible for reimbursement are the additional costs incurred for the completion of the business activity.

Best regards,