

Address: 

14195 Berlin, Germany

Telephone: +49 (30) 838 Fax: +49 (30) 838 Person handling  
this matter: Berlin, on   
**Approval of business travel with externally funded travel expense allowance**Application dated: Travel destination: Period: Dear Mr./Ms.: 

You are hereby granted  approval  retroactive approval for the abovementioned trip as business travel.

An allowance for travel expenses will be granted up to the maximum amount of travel expenses eligible for reimbursement. This amount will be calculated based on the Bundesreisekostengesetz (Federal Act on Travel Expenses, abbreviated BRKG) in connection with § 77 of the Landesbeamtenengesetz (Civil Service Act for the State of Berlin, LBG) unless the party granting the funding has stipulated otherwise in terms of billing. In all cases, however, the only expenditures eligible for reimbursement are necessary expenditures. Please send the following documents to the travel expense office within Personnel Department I A as soon as possible after completing your trip, preferably within four weeks:

1. this travel approval notice
2. the travel expense statement
3. order issued by the person responsible for the cost center (on page 2 of the expense statement form).

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.pdf](http://www.fu-berlin.de/zuv/abt1/formulare/dienstreisen/pdf_dienstreisen/abrechnung_dienstreisen.pdf)

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.

*(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 (Wegstreckenentschädigung) 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.

- We will contribute a lump-sum allowance for travel expenses in the amount of  € toward the expenses associated with the business travel in question.  
After you have completed your business travel, please submit the corresponding documents regarding your travel to us.

Best regards,