

Authorising department, full address

Please note that **ONLY** the GERMAN VERSION of this document is binding and has to be signed and submitted. The English translation is provided to help you complete the original German document.

The University of Bamberg grants

Mrs / Mr.

Academic Degree

Full address

Phone number

the **Authorisation to Undertake the Following Journey**

Purpose of trip	
Destination(s), name country for international journeys	Travel period from until
	Private stay (on i.e. from/until):
Start of work/official business at place of business (date, time)	End of work/official business at place of business (date, time)
Means of transport (please give reasons for using airplane, rented car or privately owned vehicle)	

Booking account		
Budget section	title	cost unit
Reimbursement on the basis of a <input type="checkbox"/> training event/educational journey <input type="checkbox"/> business trip		

The **assignment of an employee** of the University of Bamberg, i.e. an employee of the Free State of Bavaria **is not possible because**

This authorisation does not establish an employment relationship; in addition, it does not justify any claims for damages (i.e. in case of damage to a motor vehicle) towards the Free State of Bavaria.

Bamberg,

Stamp and signature of authorising person

Signature of applicant

Please attach the completed form to your travel expense report.

All claims for reimbursements of travel expenses must be asserted within a period of six months, after which all rights for a reimbursement shall lapse (Art. 3 Abs. 5 BayRKG).