Travel request



Applicant		Research Group / Budget Code		Date
Destination (please add complete address if traveling abroad) Travel (Start & End Date): Business (Start & End Date & Time):				
Purpose of travel (i.e. lecture; scientific cooperation; educational reason) - passive travels require special permit -				
Lecture yes □ no □ Topic:				
Professional fee yes □ no □; if yes: € Please state source of fee!				
Please add program/invitation with this application				
	iness trip and holidays? tes Start of holiday		of holidays:	
Financed by External (no billing through DRFZ) DRFZ Third-party funds Budget Code Partial refund by event organiser? yes, please add amount: no				
Financing by DRFZ?				
Estimated travel costs:				
Transportation € Please specify: Plane/Train/Vehicle* (car rental only in exceptional cases; explanation required) (Please note that miles accrued during business trips must be used for business purposes only.)				
Acco	ommodation		€	
Regi	stration fee		€	
Miscellaneous € (Public transportation / taxi only in exceptional cases /parking fee (max. 5,-€/day)/ etc.)				
TOTAL €				
Deutsche Bahn Bahncard yes □ no □ Airline/Bonus miles Please add explanation * Private vehicle - 0,20 €/km, max: 130,- €. DRFZ <u>not</u> liable for damages.				
 □ Please transfer registration fee to organiser's account until: (document/s attached). Please forward transfer request 3 weeks prior to deadline! □ Please transfer advance in amount of € to my payroll account. 				
Applicant	Group Leader/Head of Department	3rd-party funds department	Administrative Director	Scientifc Director