



I. Notification of work-related travel for university professors

Traveler

Last Name, First Name

Telephone

Email

Workplace
(excluding address)

Work-related travel begins

Work-related travel ends

Destination

Reason for travel

I hereby confirm that,

- my work-related travel will not interfere with my exam obligations, official teaching and research duties, nor with any responsibilities in the area of academic self-governance;
- no classes or lectures will have to be canceled due to work-related travel;
- any reimbursements for work-related travel will be financed exclusively from the resources allocated to me;
- my work-related travel in no way involves secondary employment (i.e., travel is not being undertaken in return for a fee, etc.)

Date / Applicant's Signature

Acknowledgment of workplace

Acknowledged

Date, signature of the Institutional Head

II. Application for funding

Expenses for overnight stays (to the extent known/planned)	
Do the expenses for overnight stays exceed the allowed rate? <input type="checkbox"/> Yes <input type="checkbox"/> No (85 € incl. breakfast for domestic travel, see ARVVvWV for travel abroad)	
Justification:	
Means of Transportation	
<input type="checkbox"/> Public Transport	Do you own a BahnCard? <input type="checkbox"/> None <input type="checkbox"/> BC Business 25 <input type="checkbox"/> BC Business 50 <input type="checkbox"/> private BC 25 <input type="checkbox"/> private BC 50 <input type="checkbox"/> private BC 100
Do you own an HVV season or job ticket? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Airplane	Reason for use <input type="checkbox"/> business needs <input type="checkbox"/> economic reasons
<input type="checkbox"/> private car	<input type="checkbox"/> use for a material business purpose <input type="checkbox"/> lack of connection by public transport <input type="checkbox"/> transportation of heavy items <input type="checkbox"/> significantly more time needed by use of public transport <input type="checkbox"/> other reasons (please attach justification) <input type="checkbox"/> no material business purpose for use of private car

Information about travel costs

Prospective total travel costs (estimate):

I request an advance payment as prospective travel costs will amount to more than €200.

Please complete this section only if an advance is to be paid.

IBAN:

BIC:

Bank:

Private Address:

An advance payment can only be executed if you provide your bank account details and private address. Please note that a maximum of 80% of the sum applied for may be paid out in advance.



Approval by the Resource Manager (i.e. Quantum Universe Office)	
Travel expenses shall be accorded as follows:	
<input type="checkbox"/> Paid in the amount specified by current and valid legal provisions.	
<input type="checkbox"/> Not at all.	
<input type="checkbox"/> Paid up to the amount of _____	
Available Funds. For travel within the scope of a project financed with external funds, please comply with the additional terms set forth by the external funding sponsor. Please consult external funding management ahead of time.	
Sourcing charged to: (Cost Center or WBS element)	Resource Manager _____ Signature Name in Block Letters _____

Should you have any further questions, please contact us via email: reisen.uhh@uni-hamburg.de