

Please submit the original of the business trip approval together with copies of the receipts. Please settle the deduction within 4 weeks after the end of the business trip!

Request for granting an advanced payment for business trips

Surname, first name	Email	Phone no.	Faculty/Institution
IBAN		BIC Code	

I request an upfront payment (advance payment) in the amount of the corresponding travel expense regulations for the intended business trip

Departure from	to	Country (only for trips abroad)
Date (from-to/on)		Purpose of trip

Planned expenses / requested advance payment amount

Train ride	_____	EUR
Flight	_____	EUR
Accommodation costs	_____	EUR
Alternative: Overnight stay lump sum	Yes No	
Conference fee	_____	EUR
Other (short explanation)	_____	EUR
Advance payment determination:	<div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>	EUR

Only be completed by the Travel Office

The amount is to be paid from the following settlement object and general ledger account:

Accounting object:

General ledger account number:

Date: <div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div> Name of the person signing in block letters:	<div style="border: 1px solid black; width: 250px; height: 60px; margin-bottom: 5px;"></div> Signature of applicant <div style="border: 1px solid black; width: 250px; height: 25px; margin-top: 5px;"></div>	<div style="border: 1px solid black; width: 250px; height: 60px; margin-bottom: 5px;"></div> Signature of dean / supervisor or project manager <div style="border: 1px solid black; width: 250px; height: 25px; margin-top: 5px;"></div>
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To be completed by Dec. 4.1:

Date: <div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div> Name of the person signing in block letters:	<div style="border: 1px solid black; width: 200px; height: 60px; margin-bottom: 5px; padding: 5px;"> <u>factually correct (*and mathematically correct)</u> </div> Signature <div style="border: 1px solid black; width: 200px; height: 25px; margin-top: 5px;"></div>	<div style="border: 1px solid black; width: 200px; height: 60px; margin-bottom: 5px; padding: 5px;"> <u>mathematically correct</u> </div> Signature <div style="border: 1px solid black; width: 200px; height: 25px; margin-top: 5px;"></div>
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* please delete if signed separately