

HFBK Hamburg

Application for Approval of Travel for Business Purposes

Request for special leave for training and development

Within Germany

Abroad

Do you have a Miles&More card? *see declaration on last page yes no

Surname: _____ First Name: _____

1. Purpose of travel: _____

2. Have you received an invitation? yes no

(Please attach any invitation, agenda for the visit etc. if you have them)

3. Reason for attendance: _____

4. Destination: _____

5. Length of trip: Departure date: _____ Time (approx.): ____

Return date _____ Time (approx.): ____

6. If you do not intend to travel by train:

Please state why you are using another form of transport (own vehicle)* See declaration on last page:

7. Anticipated costs to be incurred: _____ €

- To be paid for by third party: Daily subsistence allowance
 Accommodation costs
 Travel costs
 Additional costs (e.g. entrance fees, accreditation etc.)

- Costs will not be met by third party:

8. Who is responsible for meeting these costs (e.g. HFBK, person travelling, another institution)? _____

9. Budgetary resources are available (SSP, workshop, third party funding or similar): _____

Hamburg, _____ Signature _____

10. Submitted to course representative

Hamburg, _____ Signature _____

11. Submitted to President/Vice Chancellor Hamburg,

For approval of business travel in Germany/abroad in accordance with the Senate directive of 24.02.1961 and the Hamburg Travel Expenses Act (*HmbRKG*)

approved: _____

Notes on Miles&More card:

- Any points, rewards or other benefits received as part of the Miles&More programme during business trips may only be used for business purposes and in compliance with the HmbRKG. They may not be used to offset other costs, e.g. changing flight class.
- They must never be used for private purposes.

If employees use their own vehicle:

- Use of a privately owned vehicle is entirely at the employee's discretion. Neither the HFBK's tolerance of your use of your own vehicle without special permission (that is, without good reason), nor the HFBK's granting of such special permission, should be taken as an indication that you have been asked to use your own vehicle for business reasons by the HFBK.
- According to German civil service law and subject to the conditions of that legislation, compensation for any material damage to your own vehicle can only be paid where the HFBK accepted that there was good reason for the use of your own vehicle before the business trip took place.
- If you decide to use your own vehicle without having first received special permission, any payment of relief on equitable grounds for damages incurred while at work is also excluded.
- If you have been asked specifically by your employer to use an appropriate form of public transport, and you decided nonetheless to use your own vehicle for personal reasons, then any traffic accident or similar cannot be deemed to have happened while you were exercising your duties as an employee ('in Ausübung des Dienstes'). The conditions required for payment of accident compensation are not deemed to be met in such cases (see BBG). Compensation for any material damage is likewise excluded.