

Business trip request

Not to be used - for information only

Last Name, First Name: _____ Department: _____

- ☐ MPIfR employee
☐ Doctorate student
☐ Guest

- ☐ Stipend holder
Student
Free worker

Trip destination: City/Country: _____ Dates of the trip: _____

Purpose of the trip: ☐ Work stay ☐ Training/education ☐ Observation ☐ Other

Occasion/Purpose: _____

The following persons are also taking part in the trip: _____

Substitute while away: _____

Intended method of travel (mark all that apply and state a reason for those marked with a *)

- ☐ Train
☐ Company vehicle*
☐ Airplane*
☐ Rental car*

- ☐ Private vehicle
☐ The substantial business interest for the use of the private vehicle is to be recognized for the official travel.*

- ☐ The private vehicle is being used for personal reasons.
The employer is not responsible for any property damage.

Reasoning: _____

Allowance/Grant from a third party: _____ Financed 100% through: _____

The trip will be combined with a private trip/vacation (§ 13) BRKG): from _____ until _____

I request an advancement ☐

Method of payment: ☐ Direct deposit

☐ Cash

Date: _____

Signature