

# Application | Advance Payment for Travel Expenses

## Dept. 44.2 – Travel Expenses



<b>Title/ first name / last name</b>	<b>UoC personnel number</b> (if known) <i>not LBV (Regional Authority) number</i> <b>8</b> _ _ _ _ _
<b>Department/ institute/ office</b> <i>UzK: optionally stamp</i>	<b>Date of birth</b>
	<b>Email</b>
	<b>Extension   Phone</b> 1. _____ 2. _____
Adress (External applicants):	
UoC employees: [x] use salary account	External applicants: [x] Please enter your bank account information
Please remember to inform the responsible person in Department 41 – Staff Management – of any changes in your bank account information. It is not enough to notify the Regional Authority for Compensation and Retirement (Landesamt für Besoldung und Versorgung – LBV). We can only process this application if Department 41 has all your current information.	IBAN: _____ BIC/SWIFT: _____ Name of Bank: _____

### I am requesting an advance payment for my authorized trip (min. amount €100)

<b>From (date/time)</b>		<b>To (date/time)</b>	
<b>Round trip?</b> <i>more than one destination</i>	<input type="radio"/> No <input type="radio"/> Yes		
<b>Destination(s) &amp; Country(s)</b>			
<b>Explanation of the purpose of travel</b>			

### I am requesting an advance payment for my authorized trip

	Description	Amount €
<b>Driving/railway costs</b>		
<b>Airfare</b>		
<b>Overnight stay</b>		
<b>Conference fee</b>		
<b>Other costs</b>		
<b>Total:</b>		
<b>Calculation</b>		<b>Amount €</b>
€ x 80 %		

<b>Financing: cost center or PSP element (mandatory information)</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Further information on financing details</b>
<ul style="list-style-type: none"> <li>- Please include the <b>original</b> travel authorization (only for UoC employees)</li> <li>- Please note that you must submit this application to the travel expenses department <b>at least two weeks before</b> the commencement of your trip.</li> <li>- I am aware that I will be required to return advance payments to the UoC if I fail to submit a detailed statement of my travel expenses to the travel expenses department <b>within six months after returning from my trip</b>. This is also the case if my trip was cancelled for whatever reason. Should the total expenses of my trip be lower than the advance payment I have received, I am required to refund the difference.</li> </ul>	
<b>Signature of Applicant</b> I hereby duly confirm that the provided information is correct  X	<b>(ONLY FOR EXTERNAL)</b> <b>Signature of your head of department / institute</b>   (usually direct superior) Factual accurate X
Date / Signature	Date / Signature      Name in block letters