



Application for a business trip		
<p><b>*1 I understand that there is no health insurance coverage when traveling abroad. The MPINB recommends a contract for private international health insurance.</b></p> <p><b>*2 I understand that the secondment certificate (certificate on the applicable legislation) must be carried on all business trips abroad. It will be requested by Human Resources and sent to the applicant.</b></p> <p><b>*3 I understand that the employer does not assume any liability for the use of private cars.</b></p>		
Name, first name    Pandey, Shivam Rakesh	Department/ Group <b>NFC</b>	Cost center
Reason for trip    IBehave Summer School Retreat	Trip duration                      from 16/09/2024	to 18/09/2024
Destination (complete address for international travel)*1*2  <div style="text-align: center;">Haus Altenberg, Odenthal</div>		
Co-traveler(s)	Deputy during business trip	
Planned means of transport (please justify for use of private car *3 or rental car)		
Are you a member of a frequent traveler scheme? (All associated benefits may only be used for business purposes)	Yes    No	
Are the travel expenses to be charged to third parties?	Yes    No	
The trip will be combined with holiday or private trip (private part of the trip must not exceed 5 working days)	Yes    No	Date:
Travel expense advance (max. 80% of total costs, according to MPS regulations)	Yes    No	Amount (Euro):
The business trip is combined with another trip arranged within an approved secondary employment from ..... to ..... [period]		
The business trip is combined with an approved secondary employment activity from ..... to ..... [period]		
The business trip is not related to my approved secondary employment		
There is no secondary employment		
Date  05/09/2024 .....	Signature applicant  .....	Date  ..... Signature supervisor  .....

Please send to Heike Krause BEFORE the trip [heike.krause@mpinb.mpg.de](mailto:heike.krause@mpinb.mpg.de)

Please also submit the "supplementary risk assessment for travel"

[link to MAX intranet](#)