



## Travel Authorization Form

Please note the information and explanation about how to book business trips and claim expenses.

Surname, Name: _____	Destination: _____
Department: _____	Purpose of business trip: _____
Group: _____	Date of travel: _____
<input type="checkbox"/> Employee <input type="checkbox"/> PhD Candidate	Fellow traveller: _____
<input type="checkbox"/> Stipend holder (request to claim back travel expenses)	

Address during the Travel : \_\_\_\_\_

- ☐ For trips abroad: I have read the website of the German Federal Foreign Office about any security risks and will consult our company physician about any necessary vaccinations (where appropriate) I agree to receiving the social security certificate via e-mail. The EU regulations on social security and the social security agreement do not apply to people with private health insurance.

Note 1: For trips abroad, an additional international health insurance is highly recommended. The costs won't be covered according to the Federal Travel Act (BRKG). If you have any questions about health insurance abroad, please refer to the organizational manual of the MPG OHB X.4.17. or feel free to contact the travel department in the administration.

Note 2: When travelling to countries outside Europe, it must be taken into account that official data carried on mobile data storage devices might be accessed by or on behalf of public authorities. Please take a look at the circular 89/2011 (can be found on the intranet).

Business trip due to start (date, time): \_\_\_\_\_

Business trip due to end (date, time): \_\_\_\_\_

The business trip is to be combined with a private trip: \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_

**A respective offer with prices for the regular dates of the business trip is absolutely required before your departure. Please get in touch with the Travel Department.**

Planned means of transport: please tick the relevant boxes and \* give reasons for entries flagged

- |  |   |
|--|---|
| <input type="checkbox"/> Rail / Overland Bus     | <input type="checkbox"/> Private car*   |
| <input type="checkbox"/> Sleeper cabin in train* | <input type="checkbox"/> Use for the whole journey  |
| <input type="checkbox"/> Airplane*               | <input type="checkbox"/> Use for journey to / from railway station or airport   |
| <input type="checkbox"/> Rental car*             | <input type="checkbox"/> The use of a private car is of considerable interest to the institute *and needs to be approved with administration before departur* |
| <input type="checkbox"/> Company car*            |   |

\* Justification: \_\_\_\_\_

Financing:	
the Institute's budget   cost centre:	<input type="checkbox"/>
third party   institution:	<input type="checkbox"/>
Project money   project no:	<input type="checkbox"/>
approved by project administration:	<input type="checkbox"/>

- ☐ I hereby confirm that this business trip is not associated with any secondary function.

Place, Date \_\_\_\_\_ Signature Maxim Hu

1. Approval Group Leader \_\_\_\_\_

2. Approval of Director (Intercontinental trips) \_\_\_\_\_

**Important: All invoices must be addressed to the Max Planck Institute for Meteorology.**

**Please note that if the travel claim is submitted after the 6 month deadline after the end of your business trip, the claim will no longer be eligible for reimbursement (cf. § 3 para. 1 sentence 2 BRKG)**