

Confirmation of Study Trip in Accordance with School Guidelines

School Name:		Supervising Teacher:
Mailing Address:		
Grade/Age Level:	Number of Participants:	Booking Number: (to be filled out by hotel or tour operator)
Accommodation/Hotel	Arrival Date:	Departure Date:

I hereby confirm that the class trip to Berlin described above and entailing at least one overnight stay was approved by an authorized school official as a study trip serving educational purposes and that school guidelines dictate that participation is mandatory for all pupils.

Place and Date

School Stamp, Signature

Signed in capacity as:

☐ Head of School

☐ Group Leader (supervising teacher)

☐ Other (please specify): _____

Note on Data Protection

The confirmation above is submitted to the accommodation voluntarily and will only be used to determine liability for the so-called "city tax" according to Berlin law (Übernachtungssteuergesetz). The information provided will be forwarded to the Berlin tax office: Stadt Berlin, Finanzamt Marzahn-Hellersdorf, Allee der Kosmonauten 29, 12681 Berlin. If submission of the information requested above is declined, liability for the city tax (Übernachtungssteuer) will be assumed unless proof is otherwise provided that the overnight stay(s) are necessary for professional (business) purposes. By submitting this document, the signatory consents to the utilization of the document as outlined above.

Please Note

The Berlin tax authorities are authorized to review the accuracy of the information provided. Should the information provided prove false or misleading, the tax can be levied retroactively. The submission of false information can be pursued as a misdemeanor or criminal offense. In the case of groups, individual participants will be identified by the attached list.