

Please note that **ONLY** the German version of this document is legally binding and has to be signed
The English translation is provided to help you fill in the original German document.

The claim to reimbursement of travel expenses expires if it is not asserted within six months (Section 3 (5) BayRKG). (Bavarian Travel Expenses Act)

See the notes on travel authorization form (R0010) for information on responsibility for approval
https://www.intern.fau.de/files/2024/05/R0010_Information-on-completing-travel-authorization-forms.pdf

Department (full address)

Office of authorized person

Friedrich-Alexander-Universität Erlangen-Nürnberg grants

Mr/Ms/Diverse	academic title	
resident in	Phone	
Date of birth	*Tax identification number ¹⁰	VIVA personnel number (if available):

the **authorization to carry out the following journey**

Purpose of the journey	
Destination(s); include the country for international journeys	Travel period from _____ to _____
	Private stay (date or period):
Start of work/official business at the place of business (date, time)	End of work/official business at the place of business (date, time)
Means of travel (please state reasons for travel by plane, hired car or privately owned vehicle)	

Cost center	Waiver of	Daily allowance
Chapter: _____ Title _____ AW5/7 _____ Account no. _____		Reimbursement in full
Reimbursement of costs for _____	Journey for purposes of continuing education ³	Official journey ²

Reason Authorization of an employee of an organizational unit, i.e. an employee of the Free State of Bavaria, is not possible because

This form does not constitute an employment relationship, nor does it constitute a claim to damages (e.g. for damages to a vehicle) vis-à-vis the Free State of Bavaria. Travel expenses will be reimbursed in accordance with the BayRKG. (Bavarian Travel Expenses Act)

For business trips abroad, we ensure that [export control and customs regulations](#) are complied with.
Further information can be found at: "[Export Control FAU](#)"

Date

Signature of person undertaking journey

Signature of granter of authorization¹

*The form for applying for a German tax identification number can be downloaded [here](#) by entering the form number "010250" in the search field.