

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 out the original German document.

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

See the notes on travel authorisation form (R0010) for information on responsibility for approval  
(<http://www.zuv.fau.de/einrichtungen/personalabteilung/handbuch-personal>)

Department (full address)

Office of authorised person

Friedrich-Alexander-Universität Erlangen-Nürnberg grants

Mr/Ms	academic title
resident in	phone
VIVA personnel number (if available):	

**authorisation 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)	

Accounting department	Chapter	Title	AOST. no.	
Reimbursement as with	<input type="checkbox"/>	Training journey	<input type="checkbox"/>	Official journey

**Authorisation of an employee** of an organisational unit, i.e. an employee of the Free State of Bavaria, **is not possible because**

This authorisation does not establish employee status; furthermore it does not establish a claim to property damage compensation (e.g. in case of damages to a car) against the Free State of Bavaria. Reimbursement of travel expenses shall be made in accordance with BayRKG.

Erlangen/Nuremberg,

Signature of granter of authorisation

Signature of authorised person