

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](https://www.intern.fau.de/files/2024/05/R0010_Information-on-completing-travel-authorization-forms.pdf)

Department (full address)	Office of authorized person
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Friedrich-Alexander-Universität Erlangen-Nürnberg grants

Mr/Ms	academic title	
resident in	Phone	
Date of birth	*Tax identification number <sup>10</sup>	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	AOST. no.	Reimbursement in full
Reimbursement of costs for	Journey for purposes of continuing education <sup>3</sup>	Official journey <sup>2</sup>	

**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 authorization<sup>1</sup>

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