


Address:

14195 Berlin, Germany

Telephone: +49 (30) 838

Fax: +49 (30) 838

Person handling this matter:

Berlin, on

**Approval of travel with travel expense allowance**

Application dated:

Travel destination:

Period:

Dear Mr./Ms.:

You are hereby granted  approval  retroactive approval for the abovementioned trip as business travel.

The department/ central institute in question will contribute the following allowance for travel expenses toward the expenditures:

--

Please note the following:

- An allowance for travel expenses can only be granted if you submit a claim **within an exclusion period of six months**. The time limit begins as of the day after the date on which the business travel is completed.
- For all business travel that is associated with vacation of more than five working days' duration, the only costs of ticket prices that are eligible for reimbursement in terms of the calculation of the allowance are the additional costs incurred for the completion of the business activity.

Best regards,

--