



I. Notification of work-related travel for university professors

Traveler

Last Name, First Name

Telephone

Email

Workplace
(excluding address)

Work-related travel begins

Work-related travel ends

Destination

Reason for travel

I hereby confirm that,

- my work-related travel will not interfere with my exam obligations, official teaching and research duties, nor with any responsibilities in the area of academic self-governance;
- no classes or lectures will have to be canceled due to work-related travel;
- any reimbursements for work-related travel will be financed exclusively from the resources allocated to me;
- my work-related travel in no way involves secondary employment (i.e., travel is not being undertaken in return for a fee, etc.)

Date, Applicant's Signature

Acknowledgment of workplace

Acknowledged

Date, signature of the Office of the Dean, Department, Institutional Head



II. Application for advance payment

Please complete this page only if an advance is to be paid.

Information about travel costs

I hereby apply for an advance payment as prospective travel costs will amount to more than 200 EUR.

Prospective total travel costs (estimate):

Cost center or WBS element:

IBAN:

BIC:

Bank:

Private Address:

An advance payment can only be executed if you provide your bank account details and private address. Please note that a maximum of 80% of the sum applied for may be paid out in advance.

Submission to the Travel Management Team

Please send one copy of your work-related travel notification:

- per post to:
Universität Hamburg
Team Dienstreisen (741)
Mittelweg 177
- **or**
- via email to:
reisen.uhh@uni-hamburg.de

Should you have any further questions, please contact us via email: reisen.uhh@uni-hamburg.de