

Abweichender Dienstort (Secondment)

Additions to the form

-> After „40,10 hours/week“ you have to fill in how long do you work on each day (Monday, Tuesday, Wednesday ...)

-> The next step is to fill in the sum of all the hours your work in a week

-> Next: Is there another place of residence in the same place where the office is located or within a radius of 30 km from the place?

-> mark Yes or No

If your answer is Yes, fill in the address

-> Finally fill in the place, date and your original signature (use never an electronic signature!)

-> send the form (scan) per email to: anette.goebel@fau.de

-> after the business trip: send the **original** form (Abweichender Dienstort) with the original „Dienstreisegenehmigung/ Auftrag zur Durchführung folgender Reise“, the original „Dienstreiseabrechnung“ and all the other original documents, receipts by mail to the Institut für Biomaterialien. Scan copies will NOT do.