
Surname, first name / Department

Date

Declaration on business trip application from _____

For my planned business trip to _____ in the period from _____
to _____ I submit the following declarations:

1. Is there an alternative to business travel, e.g. virtual meeting, for the planned official business?
Yes No

2. Is it possible during the business trip to comply with the requirements of the applicable "Eindämmungsverordnung" (Regulation Coronavirus) and other provisions of the Federal Government and the Municipality of Berlin for the control of the coronavirus?
Yes No

3. I am aware of the regulations on protective measures applicable at the destination, e.g. quarantine.
Yes No

In case that my journey takes place abroad, I declare that I am fully immunised.

The approval of my requested journey is subject to a further review of the circumstances and consideration of the risk before commencing the journey. I will again consider the current circumstances before commencing travel, taking into account the relevant pages of the "FU- Travel Cost Centre" and the information provided by the federal authorities named here.

https://www.fu-berlin.de/sites/abt-1/news/Die-Genehmigung-von-Dienstreisen-ist-ab-01_07_2021-moeglich.html

Place / Date

Signature of the traveller