

**Application for the approval of an educational trip  
and a leave of absence with continued payment of salary**

DK Discrete Mathematics (FWF: W1230)

Surname, first name, degree, title

Phone number/extension for queries

OU Number

OU Name (institute, service department, other institution)

Destination of the trip (place, country)

Beginning and end of the trip  
on/from to

Purpose of the trip

Approval for:

- accomodation
- train
- airplane
- own car
- taxi

- bus
- other means of transport
- rental car
- as car driver with following passengers:

Cost estimates

Transportation costs: €

Accomodation costs: €

Other costs (e.g. conference fees): €

Estimated total costs to be incurred to the amount of €

Remarks

Trip is combined with vacation

yes, time period:

Date:

.....  
Signature of applicant

**Approval**

The financing of the trip applied for through the internal order E-1505W01230 is approved.

.....  
Signature of the head of the organisational unit  
or of the Dean

.....  
Signature of the head of project

.....  
Name of the signatory in block capitals

.....  
Name of the signatory in block capitals

Signature of the DK-Speaker

.....  
Univ.-Prof. Dipl.-Ing. Dr.rer.nat. Wolfgang Woess