

**Application for reimbursement of traveling costs of accompanying children and child care giver on businesstrips**

**Applicant information**

Name: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of travel: \_\_\_\_\_



Number of accompanying **children**: \_\_\_\_\_

Name of child/children	Age



Is more than one **child care giver** necessary for the duration of the travel?

- Yes                       No

If yes, please describe the reason below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of child care giver 1: \_\_\_\_\_

Name of child care giver 2: \_\_\_\_\_

**Travel duration**

Applicant: Start: \_\_\_\_\_ End: \_\_\_\_\_

Child/Children: Start: \_\_\_\_\_ End: \_\_\_\_\_

Child care giver 1: Start: \_\_\_\_\_ End: \_\_\_\_\_

Child care giver 2: Start: \_\_\_\_\_ End: \_\_\_\_\_

**Transportation**

Child/children:

accompanying applicant       travelling separately

If travelling separately  
Transportation by:

Train       Plane       Rental car       Private car       Ferry

Child care giver 1:

lives at destination       accompanying applicant       travelling separately

If travelling separately  
Transportation by:

Train       Plane       Rental car       Private car       Ferry

Child care giver 2:

lives at destination       accompanying applicant       travelling separately

If travelling separately

Transportation by:

Train       Plane       Rental car       Private car       Ferry

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**Accommodation**

Applicant:             Hotel             Guesthouse             Private accomodation

Child/Children:       Hotel             Guesthouse             Private accomodation

Child care giver 1:    Not necessary (lives at destination e.g.)             Hotel  
                                  Guesthouse                                    Private accomodation

Child care giver 2:    Not necessary (lives at destination e.g.)             Hotel  
                                  Guesthouse                                    Private accomodation

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Single mother?         Yes                                    No

If yes,  
Is a professional child care giver hired?

Yes             No

Expected costs for employment of the nanny: \_\_\_\_\_ Euro / day

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Nicole Dubilier

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Hartmut Obist

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Gleichstellungsbeauftragte

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Laurie Hofmann