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| **Name, Vorname** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Abteilung** | | | | **Tel.-Nr.** | | | | | | | **Datum** | | | | |
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| **Antrag** | | | | | | | | | | | | Ich bitte um Anordnung einer | | | | | | | | | | | | | | | | | | | | | | | | |  | | | Dienstreise | | | | | | | | | | | | |
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| **Grund** | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Beförderungsmittel** | | | | | | | | | | | |  | | | Bahn/Bus | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | Genehmigung der ersten Wagenklasse wird beantragt | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | (Gründe angeben): | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | | | eigener Pkw ohne triftigen Grund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | eigener Pkw mit triftigem Grund (Gründe angeben): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | Mitfahrt im Pkw von | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | Dienstwagen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Ergänzende Angaben** | | | | | | | | | | | |  | | | Ich bin im Besitz einer Bahn-Card | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | BC 25 | | | | | | | |  | | | BC 50 | | | | | | | | | |  | BC 100 | | | | | | | |  | | | |
|  | | | zum Preis von       EUR. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | Ich verfüge über eine Zeitkarte | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | für die Strecke      , Preisstufe      . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bei mehrtägigen Dienst-/Aus- oder Fortbildungsreisen: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | Ich beabsichtige | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | |  | | | | den Verbleib am auswärtigen Dienst-/Ausbildungsort. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | |  | | | | die tägliche Rückkehr. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Unterschrift** | | | | | | | | | |  | | | | | | | | | | | | | | |
| **Verfügung:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.** | | | **Reiseanordnung:** | | | | | | | | | | | | | Für | | | | | | Frau/Herrn | | | | | | | | | | | | | | | | | | | | | | | | | | | | wird | | |
|  | | |  | | | Dienstreise | | | | | | |  | | | Ausbildungsreise | | | | | | | | | | | | | |  | | | | | Fortbildungsreise | | | | | | | | | | | angeordnet. | | | | | | |
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|  | | | **Regelung bzgl. Verkehrsmittel:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | Die Benutzung des privaten Pkw aus triftigem Grund wird genehmigt. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | Ein triftiger Grund für die beantragte Pkw-Benutzung liegt nicht vor. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | Die Benutzung der ersten Wagenklasse wird genehmigt. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | Fahrscheine werden von der Dienststelle beschafft und Ihnen rechtzeitig zugeleitet. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | Aus Anlass der Reise wird Ihnen die Beschaffung der folgenden Bahn-Card aufgegeben: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | |  | | | | | **(genaue Bezeichnung einer zu beschaffenden BC und Klasse)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | |  | | Prognose bei einer zu beschaffenden Bahncard: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | |  | |  | | | | | **(Amortisation bei dieser oder im Hinblick auf weitere Reisen/Amortisation einer privaten Bahncard im Gegensatz zur BC‑Business)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | Ein Dienstwagen steht zur Verfügung. | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Mitfahrt bei | | | | | |  | | | | | | | | | | |
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|  | | | |  |  | | --- | --- | |  | **Der weitergehende Antrag wird abgelehnt.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | **Regelung für mehrtätige Reisen:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | | |  | | | Die Reise ist mit Übernachtung am Zielort durchzuführen. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | Tägliche Hin- und Rückfahrt wird angeordnet. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | Die Art der Durchführung der Reise wird freigestellt. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | **Hinweise zur Beantragung der Reisekostenerstattung:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | Die Erstattung der Reisekosten ist wie folgt zu beantragen: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | elektronisch in ESS über | | | | | | | | | | | | | | | |  | | | in Papierform über | | | | | | | | | | | | | | | | | |  | | | | | | | | |
|  | | |  | | | |  | | hiesige Kontierungsstelle | | | | | | | | | | | | | |  | | | Kontierungsstelle bei der/dem | | | | | | | | | | | | | | | | | |  | | | | | | | | |
|  | | |  | | | | in Papierform bei mir. | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | Es wird darauf hingewiesen, dass für die beantragte Reise aus  haushalts-/buchungstechnischen Gründen bei Beantragung der Reisekostenerstattung als Reiseart anzugeben ist: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | |  | | | |  | | | | Justiz RK Gericht/StA | | | | | | | | | | | | | | | | | | | |  | | | | | | | Aus-/Fortbildungsreise | | | | | | | | | | | | | | |
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| **2.** | | |  | Durchschrift dieser Vfg. zur Aufbewahrung in besondere Sammelmappe zur Personalakte nehmen. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | 3. | | Vorlage an Antragsteller/in zur Kenntnis und zum Verbleib. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | (Diese Verfügung ist 15 Monate aufzubewahren, damit sie ggf. auf Anordnung der abrechnenden Stelle vorgelegt werden kann.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Datum, Unterschrift der/des Genehmigenden** | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |