DOMESTIC ASSIGNMENT AND OFFICIAL AND BUSINESS TRIP ORDER / AUTHORISATION FORM

Name of the requesting organisational unit: ……..…….....

Financial centre bearing the costs:…….……

Name and position of traveller:..……

*Legal relationship with the University of Pannonia: *public employee, PhD student, student, contract-based/entrepreneurial relationship, other:*….……

Travel itinerary:……..…..…….....

date: …….…….

purpose and reason: …….……..……...

…….....

name of the partner: ..……...

*Mode of transportation: university vehicle, private car, public transport, external contractor (taxi, minibus, chartered bus, etc.)

Estimated cost of using external contractor:

Participation / registration fee:……. Accommodation cost:…….

Passenger transport service (taxi, bus pass, minibus, etc.):……..…….

Meal expenses:……. Other:……

……..……...

Date

Signature of the person ordering / authorising the assignment or business trip
/in the case of official assignment, the person exercising supervisory authority, in the case of a business trip, the person making commitment/

***I agree** / **do not agree** with the trip:

Date

Signature of the person making commitment
superior of the person exercising supervisory authority
/Head of comprehensive organisational unit / Dean /Rector/Chancellor

Date

Signature of the person making financial commitment
/if the financial centre bearing the costs assigns a different person to make financial commitment/

Date

Signature of the person certifying financial coverage

** Underline as appropriate*

Attachments required: documentation supporting the purpose of the trip (e.g. invitation letter, conference invitation, class schedule, etc.)