Application for reimbursement of traveling costs of accompanying children and child care giver on business trips

Applicant information

Name: _______________________________________________________________

Destination: ___________________________________________________________

Purpose of travel: _______________________________________________________

Number of accompanying children: ____

<table>
<thead>
<tr>
<th>Name of child/children</th>
<th>Age</th>
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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
Accommodation

Applicant:  □ Hotel  □ Guesthouse  □ Private accommodation

Child/Children:  □ Hotel  □ Guesthouse  □ Private accommodation

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

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

Single mother?  □ Yes  □ No

If yes, Is a professional child care giver hired?
□ Yes  □ No

Expected costs for employment of the nanny: __________ Euro / day

Nicole Dubilier

Hartmut Obist

Gleichstellungsbeauftragte

Laurie Hofmann