

Application for using a private vehicle for business purposes

Contact persons:

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| Last, first name | Chair/department | Tel. number |
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I herewith apply for the allowance of good reasons to use a private vehicle for business purposes in order to guarantee insurance protection.

| License number | Owner |
|----------------|-------|
| | |

| Place of departure | Destination (city/country) | Place of return |
|--|--|-----------------|
| Duration of travel: | | |
| Departure (day) | Scheduled return from journey (day) | |
| Purpose of travel | | |
| Reasons for use of a private vehicle | | |
| If valid reasons for using a private vehicle for business purposes have been acknowledged, insurance cover for material damage without retention will apply, in accordance with the stipulations of the business vehicle insurance (Dienstfahrt-Fahrzeugversicherung DFFV) concluded in my favour with the Basler Securitas-Versicherungs AG represented by the Ecclesia Versicherungsdienst GmbH, Klingenbergstraße 4, 32758 Detmold. The insurance costs are borne by the Free State of Bavaria. The acknowledgement applies under the condition that I report any insured damage exclusively and without delay to the Ecclesia Versicherungsdienst GmbH indicating the insurance number 80.007.832 and attaching this approval. | | |

Date**Requestor's sign****Superior's sign**

Please note:

- 1) In case of an insurance event please contact the department of travel expenses of the Faculty of Physics or the Administration.
- 2) Please consider the following items concerning insured loss and insurance protection:
 - a) According to a ruling of the Federal Administrative Court, the employer bears the risk of a damage occurring while using a private vehicle for business purposes which was approved by him beforehand. A private vehicle in this connection is a vehicle that belongs to the employee or is provided at no charge by his spouse or partner or a relative by blood or marriage living in the same household; in this connection, the keeper of the car is of no importance.
 - b) Insurance protection will only apply, if good reasons for using a private vehicle for business purposes have been acknowledged in writing by the respective department prior to the beginning of the business trip. If valid reasons have not been acknowledged, no insurance cover in line with the DFFV and no claim of compensation towards the Free State of Bavaria is provided in case of a damage caused during a business trip with a private car. However, according to the regulations for accidents at work the "Unfallfürsorge" (accident care according to civil service rules) may apply.
 - c) This form applies for business trips including rides within Munich. It has to be filled in together with the application for permission of a business trip. To guarantee insurance protection filling of the form is also necessary, if no reimbursement of travel expenses will be claimed or if a permission of a business trip is not required. Rides within Munich for business purposes do not require a written permission, however, to guarantee insurance protection, this form has to be filled in asking for the acknowledgement of good reasons. Study trips do not imply fully comprehensive insurance, therefore this form does not apply.
- 3) The acknowledgement requires that there are valid reasons for using a private vehicle for business purposes, for example because public transportation is not available or is not reasonable since necessary equipment has to be taken along.