

# **Data protection: Declaration of consent to personal data being forwarded for the purpose of processing travel expense claims**

## **Department requiring the journey to be undertaken**

(Point of contact, email address, responsible for transferring the reimbursement)

☒ I agree to my travel expense claim forms being sent by email to the above-mentioned department and being made available to the said department for processing.  
This will apply to all future travel expense claim forms until I withdraw consent.

**Last name, first name**

## **Notes on processing:**

The above-mentioned travel expense claim form includes personal data and has to be processed by the Chair that required the journey to be undertaken after the travel expenses office has processed the travel expense claim. Only the Chair that required the journey to be undertaken can arrange the transfer of the reimbursement to the traveler.

Your data can only be transferred to the relevant department if you grant your consent. Granting consent ensures an efficient workflow and your expenses can be reimbursed swiftly.

If you do not grant your consent, the documents will be sent to your place of work, marked "private", and may only be opened by you personally. As only the department that required the journey to be undertaken can transfer the reimbursement, you are then responsible for forwarding the relevant documents to them.

In this case, you accept responsibility for any delays incurred as a result of this additional step.

You have the common rights of a data subject pursuant to the General Data Protection Regulation (GDPR)

(see <https://www.fau.de/fau/rechtsgrundlagen/datenschutzkoordination/#betroffenenrechte>).

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**Cit**

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**Date**

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**Signature**

Once you receive the notification by email, you know that the travel expenses office has finished processing your application and you should shortly receive the bank transfer. Please contact the department that required the journey to be undertaken if there are