

**Routing Slip: Reimbursement from KSETA Gender Equality Funds of Additional Travel Expenses for Children Taken Along on Business Trips**

**Applicant (first name, surname, institute):**

Please send this signed routing slip, together with offers enclosed, to the KSETA Office:

Karlsruher Institut für Technologie

KCETA / KSETA

Raquel Lujan

Campus Nord, Geb. 401, Raum 309

Which business trip do you plan? (Describe the itinerary and reason as precisely as possible):

Name and age of the children taken along:

Name and degree of relatedness, if applicable, of a person taken along to care for the children (if applicable):

Reason for taking along the children (Why can the children not be cared for at home? How is it ensured that the execution of work is not impeded by the children taken along?):

Costs (additional costs resulting from the children taken along, enclose offers):

1. Signature of the supervisor: The supervisor was informed about the necessity of taking along the children and agrees.

Agrees [  ]                      Does not agree (please indicate the reason briefly) [  ]

Name of supervisor, date, signature:

Note: Agreement of the supervisor is not necessarily required for the approval of this application. The final decision will be made by the Gender Equality Commissioners exclusively.

2. Signature of **one** Equal Opportunities Commissioner: Funding of the additional travel expenses is in accordance with the KSETA gender equality concept.

Name of Equal Opportunities Commissioner, date, signature: