

Information Regarding the Order Form for the Company Ticket (*Firmenticket*)

The Company Ticket (*Firmenticket*) with the Verkehrsverbund Berlin-Brandenburg (VBB) transport agency offers you a personal seasonal public transport pass for which Freie Universität places the order and handles the billing. The Company Ticket is valid 24 hours a day and can be used both for commuting and for trips during your free time.

① Type of application

Please check whether you are submitting a new application, making a change to an existing subscription (such as in the case of changes in the zone or zones where you wish your ticket to be valid), or canceling your Company Ticket. If you are applying for a change or canceling your subscription, please be sure to indicate your Company Ticket number.

② “VBB Environment Card” (*VBB Umweltkarte*) with provisions for other passengers and items, without bicycle carriage

Provisions for other passengers and items

The “VBB Environment Card” Company Ticket gives you the option to travel with children up to the age of six years, plus a stroller, one dog, and one item of luggage.

In addition, you may use your Company Ticket to travel with one adult and up to three children aged six to 14 years from 8:00 p.m. until 3:00 a.m. on weekdays and all day long on weekends and holidays.

If there is a difference in the holidays observed in Berlin and Brandenburg, the full-day use of the ticket applies only to the state where the legal holiday is being observed.

Bicycle carriage

To take a bicycle with you on public transit, you need a separate ticket at the bicycle rate.

③ Applicable zone(s)

Please check the zone(s) for which you wish your Company Ticket to apply.

With the Company Ticket from the VBB, you can use the S-Bahn, U-Bahn, tram, Regionalbahn (regional rail service), Regionalexpress (regional express), and bus throughout the entire fare zone or any portion thereof. The fare zone comprises the entirety of the states of Berlin and Brandenburg.

City:

Within Berlin city limits, you can choose to have your Company Ticket apply to fare zones AB, BC, or ABC.

Zone A: Berlin city center, up to and including the S-Bahn ring

Zone B: Outside of the S-Bahn ring, up to the city limits

Zone C: Berlin outlying areas (approx. 15 km surrounding the state of Berlin), including the city of Potsdam

Rural districts:

You have the option to have your Company Ticket be valid not only for Berlin fare zones ABC, but also for one or two neighboring rural districts or one rural district and one neighboring municipality not associated with a district (*kreisfreie Stadt*). To specify the rural district(s) or municipality not associated with a district, please enter the motor vehicle license plate code(s) (*Kfz-Kennzeichen*) where you wish your Company Ticket to apply.

You can also order a Company Ticket for the entire fare zone of the Verkehrsverbund Berlin-Brandenburg transit agency (= full VBB network for Berlin – Brandenburg).

④ Mode of payment and direct debit authorization

Please check the desired mode of payment. You can choose between annual and monthly payments.

Payments are made via direct debit authorization. The sums due will be debited directly from your savings account (*Girokonto*) by DVB LogPay GmbH. To this end, please enter your bank account information and sign as the accountholder.

General Information:

- The price of the Company Ticket depends on the fee zone(s) selected.
- The job ticket application deadlines are March 1, May 1, September 1, and December 1 of each calendar year. Please also note the information on the mode of payment listed at http://www.fuberlin.de/aktuell/jobticket/jobticket_info.pdf and the deadlines for the respective applications.
- Please send your application to the central university administration at **Zentrale Universitätsverwaltung – I 1 – Garystraße 69, 14195 Berlin.**