

Information Sheet for JARA-Shuttle Service at RWTH Aachen

- First visit the form center of RWTH Aachen:
<http://www9.rwth-aachen.de/go/id/hmw/?src=fahr Antrag>
 - Choose „Fahr Antrag, Antrag zur Benutzung von Dienstkraftfahrzeugen“
 - Choice of institution: RWTH Aachen
 - Login with your TIM identification
 - With respect to financing, select „Umbuchung (Institute)“
 - Please enter 19110 080005 6900 as the so-called „Umbuchungsstelle“
- With the exception of professors, there is a three-person minimum per journey
- Exceptions may be granted but must be approved by the JARA Office at RWTH Aachen
- Costs for the shuttle service are usually only covered for transport between RWTH Aachen / Aachen University Hospital and Forschungszentrum Jülich
- Please send a pdf copy of your shuttle request to the JARA-Office, Anja Winkens, a.winkens@jara.org