

Information about

Approval and accounting of business trips

All business trips are approved and accounted for according to the provisions of the Landesreisekostengesetz Baden-Württemberg (law of the Land Baden-Württemberg on travel expenses). For more detailed information see www.uni-freiburg.de, ZUV, Service A-Z, key word Dienstreisen.

Approval of a business trip

A business trip has to be approved in advance before the trip starts. Submit form P 80e (Application for approval of a business trip/application for reimbursement of travel expenses) with the signature of the superior and for lecturers also with the dean's signature to apply for approval of the business trip at the central university administration.

Applications for trips within Germany and to European countries financed by third-party funds are signed by the superior and approved by the project manager or dean. If the project manager travels herself/himself, the business trip has to be approved by the dean.

Trips to non-European countries are to be approved by the central university administration after agreement of the superior, the project manager and the dean.

Business trips can be approved only if financing of the trip is guaranteed.

Cut-off period

When returning from a business trip, the reimbursement of travel expenses has to be applied for in writing at the travel cost centre of the central university administration within a cut-off period of 6 months. The claim for reimbursement of travel expenses expires if the written application arrives at the travel cost centre after expiry of the cut-off period. The cut-off period begins at the day after the end of the business trip. Since there is no scope of discretion according to the law on travel expenses of the Land, these business trips cannot be accounted for, i.e. reimbursement is not possible.

Accounting of the business trip

All costs incurred by a business trips can be reimbursed only if the original receipts are enclosed. Submit all relevant receipts with the application. The travel cost centre will request missing receipts promptly. Differences from the approved business trip (e.g. longer duration, use of other means of transport, etc.) are to be explained in the application.

Reimbursement of travel expenses

- Train

For business trips with the Deutsche Bahn, the Firmenkundenrabatt (special discount for business clients) of the University of Freiburg has to be used. Train tickets have to be ordered at the Reisebüro Reeg, Wankelstr. 14, 70563 Stuttgart, E-Mail: landbw@reeg.com, Tel 0711/686892-85. As an alternative, the online authorisation can be applied for the Firmenkundenportal (business client portal) of the University of Freiburg by e-mail at the travel cost centre, Frau Grzyb (patrizia.grzyb@zv.uni-freiburg.de).

When booking train tickets with a BahnCard Business online, it must absolutely be specified in the booking screen „Identifizierung für das Online-Ticket“ and the booking screen „Reiseprofil und Schnellbuchung“ that you own a BahnCard Business so that the special discount for business clients is taken into account. Likewise when buying train tickets at a DB ticket machine it must be specified that you own a BahnCard Business.

- Flights

In principle, only Economy flights can be reimbursed. Business class/First class flights can be reimbursed only in case of an overall flight duration of more than 10 hours without interruption. Enclose the flight schedule with the accounting.

If a business trip is made in combination with a private trip, the University of Freiburg must not incur higher costs by this fact. Enclose with the accounting price comparisons for flight costs that exclusively make allowance for the official stay. Price comparisons have to be from the day the flight was booked.

The travel cost centre is obliged to check to what extent the travel expenses are due to the private stay and can therefore not be taken over. If no comparison of prices is enclosed, the travel cost centre will reduce the air fare according to appropriate discretion.

- Hotel

In Germany, a maximum of 84,80 Euro (incl. breakfast) will be reimbursed per night. In principle, bills from hotels in Germany have to be made out to the University of Freiburg.

Abroad, hotel costs must not exceed the following prices in a town with

- more than 100 000 inhabitants, without breakfast, per night, 120,00 Euro and
- under 100 000 inhabitants, without breakfast, per night, 90,00 Euro.

Higher costs for accommodation have to be explained in the accounting.

Possible reasons for higher accommodation costs can be, for example:

- Conference/congress hotel booked by the organiser (debriefing and exchange of ideas with participants)
- There was a fair at the destination at the same time, therefore the hotel prices were increased.
- Despite sustained efforts (3 requests), no cheaper hotel could be found in the near vicinity.

- Car

When using your private vehicle without cause, 16 Cent/km will be reimbursed, if you do it with good reason 25 Cent/km will be reimbursed. Good reasons can be, for example:

- picking up of colleagues
- heavy luggage
- transport of trade fair stands
- no public transport available at the destination

- Taxi

Costs for taxi rides will be reimbursed with good reason only, this motivation must always be stated.

Reasons for using a taxi can be, for example:

- The destination is difficult or impossible to reach by public transport.
- Considerable saving of time, since the business has a deadline/is urgent.
- Transport of extensive, heavy files / not reasonable with public transport

- Telephone/Internet

Costs for telephone and Internet have to be justified by the business; otherwise these costs cannot be reimbursed.

- Insurances

Expenses for insurances (e.g. travel cancellation insurance, additional health insurance, aviation accident insurance) cannot be reimbursed.

Ansprechpartner/innen der Reisekostenstelle für Dienstreiseabrechnungen:

Herr Merettig	Telefon 0761/203-8838	E-Mail: moritz.merettig@zv.uni-freiburg.de
Frau Schumacher	Telefon 0761/203-8840	E-Mail: melanie.schumacher@zv.uni-freiburg.de
Frau Fuchs	Telefon 0761/203-4281	E-Mail: andrea.fuchs@zv.uni-freiburg.de
Frau Peuker	Telefon 0761/203-8841	E-Mail: alexandra.peuker@zv.uni-freiburg.de
Frau Grzyb	Telefon 0761/203-4392	E-Mail: patrizia.grzyb@zv.uni-freiburg.de
Frau Schweizer	Telefon 0761/203-4306	E-Mail: regina.schweizer@zv.uni-freiburg.de
FAX-Nr. 0761/203-8859		

Grundsatzfragen und Auskünfte zur Genehmigung von Dienstreisen:

Frau Rich	Telefon 0761/203-4341	E-Mail: katharina.rich@zv.uni-freiburg.de
Frau Kulse	Telefon 0761/203-4326	E-Mail: ulrike.kulse@zv.uni-freiburg.de
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