

## Information on the cost estimation of business trips

Due to the introduction of commercial accounting/SAP on January 1<sup>st</sup>, 2015, funds commitment has to be carried out with the approval of every business trip. When estimating the costs, all expected expenses for travel, flight, hotel, daily allowance, lodging allowance, conference fees, etc. have to be taken into account.

So as to avoid delays in the reimbursement of travel expenses, the cost estimation must not be too low. If the estimated costs are not sufficient, the travel cost department has to subsequently adjust the value of the funds commitment.

For the purpose of facilitating the cost estimation of your business trip, the possibly occurring expenses are listed below. Even if expenses for a business trip are paid in advance by the university facility (e.g. DB tickets or hotel bills) these costs still have to be included in the cost estimation.

<p><b>Means of transport</b></p> <p><input type="checkbox"/> Train ticket (incl. seat reservation) .....</p> <p><input type="checkbox"/> Flight costs .....</p> <p><input type="checkbox"/> Local public transport .....</p> <p><input type="checkbox"/> Possibly required taxi rides .....</p> <p><input type="checkbox"/> Rented car (incl. fuel costs) .....</p> <p><input type="checkbox"/> Car use (16 cents/km; with good reason 25 cents/km; with admission for business travel 35 cents/km) .....</p>	<p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p>
<p><b>Daily allowance</b></p> <p><input type="checkbox"/> Germany (max. 24.00 Euro per day). .....</p> <p><input type="checkbox"/> Abroad .....</p> <p style="padding-left: 20px;">For the daily allowances for each country, see Service A-Z, keyword Business Travel, option Daily Allowance and Accommodation Allowance</p>	<p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p>
<p><b>Overnight accommodation</b></p> <p><input type="checkbox"/> Germany up to 80.00 Euro per night .....</p> <p><input type="checkbox"/> Abroad up to 120.00 Euro per night .....</p> <p><input type="checkbox"/> higher hotel costs for good reason .....</p>	<p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p>
<p><b>Additional costs</b></p> <p><input type="checkbox"/> Ticket fees of the travel agency .....</p> <p><input type="checkbox"/> Conference fees .....</p> <p><input type="checkbox"/> Visa fees .....</p> <p><input type="checkbox"/> Parking fees (when using a car for good reason) .....</p> <p><input type="checkbox"/> Fuel costs .....</p> <p><input type="checkbox"/> Tolls .....</p> <p><input type="checkbox"/> Internet use (for official purposes) .....</p>	<p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p> <p style="text-align: right;">Euro</p>
<p><b>Sum of estimated costs</b></p>	<p style="text-align: right;">Euro</p>

In case of questions, please do not hesitate to contact the employees of the travel expenses office. Contact data and extensive information on how to plan and carry out business trips are available on the Service pages A – Z, keyword Business Trips.

Note on the English version: The official language is German, in case of doubt, the German version shall prevail.

**P 80 b (03/2015)**