

Application for approval of a Business trip Short business trip External examiner

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|--|--|--|--|
| Name, first name of applicant, university institute | Position, Salary/payment class / if applicable please check | | |
| | contract with <input type="checkbox"/> Med. Center <input type="checkbox"/> Med. faculty | | |
| | E-Mail | Official phone no. | |
| | Address | Secondary residence <input type="checkbox"/> no <input type="checkbox"/> yes in: _____ | |
| | Bank details for the transfer of the reimbursement of travel expenses IBAN-number: | | |
| Bank institute: | | BIC: | |

Travel destination:**Travel purpose:****Other participants:**

| Scheduled itinerary: | Begin of trip | Begin of official activity | End of official activity | End of trip |
|---|---|---------------------------------------|---|-------------|
| | Date, time | Date, time | Date, time | Date, time |
| Begin of trip at: | <input type="checkbox"/> domicile _____ | <input type="checkbox"/> agency _____ | <input type="checkbox"/> different place: _____ | |
| End of trip at: | <input type="checkbox"/> domicile _____ | <input type="checkbox"/> agency _____ | <input type="checkbox"/> different place: _____ | |
| The business trip is connected with a holiday trip / private trip. Flights require a price comparison of the direct start/end of the business trip of the same date as the flight booked (see note 4) | | | | |
| <input type="checkbox"/> no <input type="checkbox"/> yes, from _____ to _____ in _____ | | | | |

Means of transport:

- Train with: GKR and BahnCard ____ SBB HA 50 etc. Lift shared with: _____
- Car admitted for business trips
Reason: _____
- Staff car
- Rented car (please state a reason) for official use only
- Taxi (please state a reason) _____
- _____ e.g. Airport Shuttle etc.
- Bicycle (cheaper than public transport)
- Private car (reason):
 Car shared with other travellers
 heavy luggage
 Destination cannot be reached by public transport
 other reasons _____
- Flight (please state reason if within Germany or neighbouring country)
- Eco Business (reason) _____
- Frequent-flyer miles (miles acquired on business must be used)

Financing office:

| Cost department: | Fonds: | Project number: | Cost estimation |
|------------------|--------|-----------------|-----------------|
| | | | |
| | | | |

Information on teaching: (if the trip takes place during the lecture period – employees with teaching assignment)

| The following classes | will be postponed to | will be substituted by |
|-----------------------|----------------------|------------------------|
| | | |
| | | |

For trips of all lecturers during the lecture period

_____ Date _____ Applicant _____ Superior _____ Responsible for budget _____ Dean

Dienstreisegenehmigung Universität Freiburg ZUV Universitätseinrichtung (Stempel)**Die Reisekostenvergütung erfolgt entsprechend dem Landesreisekostengesetz**

Ich genehmige die/den Dienstreise Reise Dienstgang (Zuständigkeit siehe Seite 4)

mit folgender Einschränkung : im Rahmen der eigenen Haushaltsmittel/Drittmittel/ bis zu einer Höhe von _____ €

Vorabprüfung durch Zentralverwaltung erwünscht

_____ Datum _____ Rektor / Beauftragte/r / Budgetverantwortliche/r / Dekan/in (Name auch in Druckbuchstaben)

Costs shared with other participants: no yes : applications are enclosed (only joint accounting is possible)

| | | | | |
|---|--|-----------|--------------------|---------------------------|
| Application for the reimbursement of travel expenses (to be completed by the applicant after the end of the trip) | I apply for daily allowance <input type="checkbox"/> yes <input type="checkbox"/> no overnight accommodation allowance <input type="checkbox"/> yes <input type="checkbox"/> no | | Costs/explanations | |
| | Begin of the trip on _____ at _____ o'clock from _____ to _____ Begin of trip at <input type="checkbox"/> domicile <input type="checkbox"/> agency <input type="checkbox"/> different place: | | | |
| | Arrival at destination on _____ at _____ o'clock Begin of official activity on _____ at _____ o'clock End of official activity on _____ at _____ o'clock Departure from place of activity on _____ at _____ o'clock From _____ to _____ End of trip _____ at _____ o'clock End of trip at <input type="checkbox"/> domicile <input type="checkbox"/> agency <input type="checkbox"/> different place: | | | |
| | Means of transport <input type="checkbox"/> Train: <input type="checkbox"/> GKR <input type="checkbox"/> BC _____ <input type="checkbox"/> Private car <input type="checkbox"/> Staff car <input type="checkbox"/> Shared lift with <input type="checkbox"/> Rented car <input type="checkbox"/> Car admitted for business trips <input type="checkbox"/> outward _____ <input type="checkbox"/> Flight <input type="checkbox"/> Public transport <input type="checkbox"/> return _____ miles <input type="checkbox"/> _____ <input type="checkbox"/> Bicycle <input type="checkbox"/> Taxi (reason): <input type="checkbox"/> Destination impossible or hard to reach by public transport <input type="checkbox"/> Time saving because of urgent official activity <input type="checkbox"/> Transport of extensive heavy documents, public transport not reasonable <input type="checkbox"/> Other reasons _____ | | | |
| | When using a car /car admitted for business trips | | | Kilometres driven |
| | Passenger (Name, first name) | Institute | | taken from-to, kilometres |
| | For business trips abroad: Border crossings/landings place, date, time (all border crossings – particularly when travelling through several countries; - also stopovers, if longer than 2 hours (please enclose flight schedule) Outward journey: _____ Return journey: _____ Border crossing/s during the stay: | | | |
| | Additional costs (costs required to carry out the business activity) <input type="checkbox"/> Conference fee (enclose invoice and receipt of payment) <input type="checkbox"/> Parking fee (if car approved for valid reason) <input type="checkbox"/> Internet (explain business requirement) <input type="checkbox"/> _____ | | | |
| | Costs of accommodation <input type="checkbox"/> Hotel or sim. <input type="checkbox"/> with bf <input type="checkbox"/> w/o bf <input type="checkbox"/> FB <input type="checkbox"/> HB (state reason for hotel selection) <input type="checkbox"/> Congress hotel booked by organizer (debriefing and discussion with participants) <input type="checkbox"/> There was a fair, therefore increased hotel rate <input type="checkbox"/> Despite serious efforts (3 inquiries) no cheaper hotel available in near vicinity <input type="checkbox"/> Other reasons, please state: _____ <input type="checkbox"/> private accommodation <input type="checkbox"/> free accommodation <input type="checkbox"/> with bf <input type="checkbox"/> w/o bf <input type="checkbox"/> incl. in conference fee | | | |
| | Meals (please answer all questions) received gratuitously <input type="checkbox"/> no <input type="checkbox"/> yes, please explain: Date bf//d incl. in conference fee <input type="checkbox"/> no <input type="checkbox"/> yes, please explain: Date bf//d during flight/journey <input type="checkbox"/> no <input type="checkbox"/> yes, please explain: Date bf//d | | | |
| | Other benefits from third parties <input type="checkbox"/> none <input type="checkbox"/> e.g. travel expenses, accom. costs, reimbursement _____ € | | | |
| | Please specify for longer stays (domestic over 8 days, abroad over 15 days) Family status: _____ Own household: <input type="checkbox"/> no <input type="checkbox"/> yes | | | |

I have received an advance payment (tickets, conference package etc.) no yes, _____ €

I declare that the given information is correct _____

Date

Signature of applicant

Leaflet on the cost estimation of business trips

Since the implementation of commercial accounting/SAP on January 1, 2015, funds have to be committed when a business trip is approved. For this purpose, the costs have to be estimated. The cost estimate has to include all expected costs for traveling, flights, hotels, daily allowances, overnight accommodation allowance, registration fees, etc.

The cost estimate should not be too low in order to avoid delayed reimbursement of travel costs. In case of an insufficient cost estimate, the travel department has to subsequently adjust the value of the committed funds.

See the list of potential costs below to facilitate the estimation of costs for your business trip. If costs for the business trip were paid in advance by the University Institute (e.g. train tickets or hotel invoices), these costs still have to be included in the cost estimate.

| | |
|--|--|
| Means of transport <input type="checkbox"/> Train ticket (incl. seat reservation) <input type="checkbox"/> Flight costs <input type="checkbox"/> Public transport <input type="checkbox"/> Potentially required taxi fares <input type="checkbox"/> Rented car (incl. fuel costs) <input type="checkbox"/> Private car (16 Cent/km; with good reason 25 Cent/km; Admitted for business trips 35 Cent/km) | Euro Euro Euro Euro Euro Euro Euro |
| Daily allowance <input type="checkbox"/> Domestic (max. 24.00 Euro per day). <input type="checkbox"/> Abroad For the daily allowance for each country, see Service A-Z, keyword Dienstreisen, section Tage- und Übernachtungsgeld | Euro Euro |
| Overnight accommodation allowance <input type="checkbox"/> Domestic up to 80.00 Euro per night <input type="checkbox"/> Abroad up to 120.00 Euro per night <input type="checkbox"/> higher hotel fees for a valid reason | Euro Euro Euro |
| Additional costs <input type="checkbox"/> Ticket fees of the travel agency <input type="checkbox"/> Conference fees <input type="checkbox"/> Visa fees <input type="checkbox"/> Parking fees (when using a private car for a valid reason) <input type="checkbox"/> Fuel costs <input type="checkbox"/> Toll charges <input type="checkbox"/> Use of the internet (official purposes) | Euro Euro Euro Euro Euro Euro Euro |
| Sum of estimated costs | Euro |

In case of questions, please contact the travel department. For the contact data and detailed information on planning and handling of business trips, see the pages: Service A – Z, keyword Dienstreisen.

Important Notes

(see also www.zuv.uni-freiburg.de "Service A-Z" keyword Dienstreisen)

The reimbursement of travel costs has to be applied for at the travel department at the latest six months after the end of the trip. Reimbursement of costs applied for after that date is not permitted by law.

I. **About the application**

1. Business trips may only be approved if funds (institute or third-party funds) are available. Powers for the approval of business trips are divided as listed below. Applications for the approval of business trips have to be submitted to the travel department for funds commitment/allocation of a trip number (see III)
2. Please do not start a business trip before having received written approval and the trip number.
3. Train tickets have to be ordered at the travel agency Reeg.
4. Frequent flyers bonus miles have to be collected with official flights. Bonus miles may be used for official flights only.
5. It is mandatory to comply with the corruption guideline (Korruptionsrichtlinie) of the University of Freiburg (<http://www.zuv.uni-freiburg.de/service/korruptionspraevention>).

II. **Approval**

Since April 1, 2016, business trips with cost reimbursement from budget or third-party funds are approved as follows:

1. Business trips of employees are approved by the person responsible for the budget of the corresponding university institute. Approval by the superior is still a mandatory precondition for a business trip. If lectures of the travelling person are concerned, approval of the dean is also required. Business trips of persons responsible for budget are approved by the dean.
2. Business trips of professors are approved by the dean. If lectures of the travelling person are concerned, the registrar approves of the trip after the dean's approval.
3. If a business trip is combined with a private trip, this must not result in higher costs for the University. No daily or overnight accommodation allowances are granted for the private stay. A price comparison for the cost of flight directly before/after the official activity has to be submitted with the application for reimbursement. If this is not the case, reimbursement of the flight costs is reduced at appropriate discretion. Price comparison has to be from the date of flight booking.

Travel warnings of the Federal Foreign Office have to be followed. If there is a travel warning by the Federal Foreign Office for a country or a region, a trip must not be approved or taken. For information on current travel warnings issued by the Federal Foreign Office see http://www.auswaertiges-amt.de/DE/Laenderinformationen/01-Reisewarnungen-Liste_node.html.

III. **Assignment of the trip number and funds commitment in SAP**

Prior to travelling, the approved business trip application has to be sent to the travel department for the assignment of a trip number and funds commitment in SAP

- by e-mail under rk.reisenummer@zv.uni-freiburg.de (with scanned business trip application) or
- by fax (fax no. 203-8859) or
- in the original

Business travel applications to be approved by the central administration or the registrar always have to be submitted in the original.

IV. **Reimbursement**

1. Enclose all **original receipts** for the costs incurred (e.g. tickets, seat reservations, parking tickets, admission tickets, conference fees, accommodation costs, taxi costs).
2. **Benefits from third parties** (e.g. tickets, accommodation expenses, royalties, free meals, free accommodation) have to be specified.

Please note that a trip number has to be assigned to trips financed with third-party funds. The approved application for a business trip can be sent online to rk.reisenummer@zv.uni-freiburg.de. A trip cost number will be sent immediately.