

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

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:  domicile \_\_\_\_\_  agency \_\_\_\_\_  different place: \_\_\_\_\_

End of trip at:  domicile \_\_\_\_\_  agency \_\_\_\_\_  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)

no  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: \_\_\_\_\_

Private car (reason):  
 Car shared with other travellers  
 heavy luggage  
 Destination cannot be reached by public transport  
 other reasons \_\_\_\_\_

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)

Flight (please state reason if within Germany or neighbouring country)  
 Eco  Business (reason)  
 Flight (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  Rektorat  Universitätseinrichtung (Stempel)**

Ich genehmige die/den  Dienstreise  Reise  Dienstgang (Zuständigkeit siehe Seite 3)

mit Reisekostenvergütung in voller Höhe entsprechend dem LRGB

mit folgender Einschränkung: im Rahmen der eigenen Institutsmittel/Drittmittelbewilligung / bis zu einer Höhe von \_\_\_\_\_ €

Der Benutzung des beantragten Beförderungsmittels stimme ich  zu  nicht zu.

\_\_\_\_\_  
Date Rektor / Beauftragte/r / Budgetverantwortliche/r / Dekan/in

**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 <input type="checkbox"/> daily allowance <input type="checkbox"/> overnight accommodation allowance		<b>Costs/explanations</b>
	<b>Begin of the trip on</b> _____ <b>at</b> _____ <b>o'clock</b> from _____ to _____ Begin of trip at <input type="checkbox"/> domicile <input type="checkbox"/> agency <input type="checkbox"/> different place:		
	<b>Arrival at destination on</b> _____ <b>at</b> _____ <b>o'clock</b>		
	<b>Begin of official activity on</b> _____ <b>at</b> _____ <b>o'clock</b>		
	<b>End of official activity on</b> _____ <b>at</b> _____ <b>o'clock</b>		
	<b>Departure from place of activity on</b> _____ <b>at</b> _____ <b>o'clock</b> from _____ to _____		
	<b>End of trip</b> _____ <b>at</b> _____ <b>o'clock</b> End of trip at <input type="checkbox"/> domicile <input type="checkbox"/> agency <input type="checkbox"/> different place:		
	<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 <input type="checkbox"/> outward _____ <input type="checkbox"/> Flight business trips <input type="checkbox"/> return _____ <input type="checkbox"/> Frequent-flyer miles		
	<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
	<b>For business trips abroad:</b> <b>Border crossings/landings</b> 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:
	<b>Border crossing/s during the stay:</b>		
	<b>Additional costs</b> (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"/> _____		
<b>Costs of accommodation</b> <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			
<b>Meals</b> (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			
<b>Other benefits from third parties</b> <input type="checkbox"/> none <input type="checkbox"/> e.g. travel expenses, accom. costs, reimbursement _____ €			
<b>Please specify for longer stays</b> (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

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

## 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.

<b>Means of transport</b>  <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
<b>Daily allowance</b>  <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
<b>Overnight accommodation allowance</b>  <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
<b>Additional costs</b>  <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
<b>Sum of estimated costs</b>	..... 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](http://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](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](mailto: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](mailto:rk.reisenummer@zv.uni-freiburg.de). A trip cost number will be sent immediately.