

## R0010 Notes on travel authorisation form

### Notes

1. An official journey or training journey is subject to **prior written approval**; retroactive approval is only permitted in exceptional cases. In this case the authorisation form must include the reasons why approval was not sought beforehand.

**Responsibilities:** Subject to approval by the **University Administration**:

- all journeys undertaken by ZUV members
- journeys undertaken by professors (C4, C3, W3, W2, W1), if **costs are to be reimbursed**
- journeys undertaken by professors (C4, C3, W3, W2, W1) without reimbursement of costs, if **reasons for using a privately-owned vehicle** are to be acknowledged (important for comprehensive insurance coverage!)
- journeys undertaken by other University members, if the costs for these are reimbursed from **the University Administration's central funds**

All **other journeys** must be approved by the **respective chairs**. **In these cases, please complete Part II of the form as this authorisation is needed as a basis for accounting.**

2. **Official journeys** are journeys for the purpose of conducting business away from the place of employment that have been ordered or approved in writing. No daily allowance or accommodation allowance is granted for official journeys to the place of residence (**also secondary residences**) for the duration of the stay at this location.
3. **Training journeys** are journeys undertaken by staff after conclusion of their vocational training for the purpose of further training or to gain further expertise, skills or experience, to adapt to changing professional requirements or to prepare for taking on new or different responsibilities (limited reimbursement: 2nd class rail or 75% of the car allowance **without** comprehensive insurance; daily allowance 75% of the rates for official journeys; necessary overnight accommodation; necessary ancillary expenses such as participation fees can be reimbursed in full).
4. Please always enclose the schedule, invitation or similar so that the official character of the event is apparent (anti-corruption law). For **official journeys abroad** it is important to ensure that you have comprehensive **health insurance coverage**. If in doubt, please contact your health insurance provider. Costs for additional health insurance cannot be covered as part of the travel expenses.
- 5.1 The place of residence is the place from which the employee travels to the place of business. Secondary or other places of residence, especially a family residence that the employee does not return to daily shall not be considered.
- 5.2 Where an official journey starts and ends is governed by the order or authorisation of the journey and economic considerations. Official journeys may generally be begun and ended at the place of residence if the place of residence is closer to the destination or located more conveniently with regard to traffic/transportation than the place of employment; otherwise official journey must be begun/ended at the place of employment.  
Accordingly, reimbursement is limited to the sum of the costs that would have been incurred had the journey been started and ended at the place of employment. Therefore, if a journey is to start/end at a place of residence not in the vicinity of the place of employment, the employee must attach a cost comparison showing how much rail tickets or flight costs would have been if the journey were started/ended at the place of employment. This does not apply if, for reasons of official business, the official journey must be started or ended between 8 p.m. and 6 a.m. or on a Saturday, Sunday or public holiday (see circular of 24/06/2010).
6. The number of participants in an official journey must be limited to the inevitably necessary. Employees who are only indirectly involved in carrying out the official duties may not be brought along. The employees that are to participate in an official journey must be listed by name and reasons for the necessity of their participation must be given. The participation of several employees can, for instance, be necessary if each participant gives a lecture on a different topic or if employees are to work in working groups with different tasks.

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7. Travel expenses are only reimbursed inasmuch as the expenditures and the duration of the official journey were necessary in order to carry out the official business in question (Section 3 (2) Bavarian Travel Expenses Act). Possible fare reductions must always be used (e.g. BahnCard fare, corporate or group discounts). A car allowance of 0.35 euros per kilometre and the passenger allowance of 0.02 euros per kilometre and official passenger when using a **motor vehicle** are only granted if good reasons are given. Otherwise a car allowance of 0.25 euros per kilometre is paid. Ancillary expenses such as parking fees, garage rental, costs for ferries and road charges can only be reimbursed if there are good reasons for the use of a motor vehicle. Conclusive reasons must always be given for **air travel** as well as for the use of a **hired car**. Should the stay at the place of business be extended before or after the official duties — especially on weekends — in order to get cheaper air fare and if daily and/or accommodation allowances are to be granted for these additional days, the fare for both flights must be shown in order to allow for a comparative calculation. **Please note that bonus, frequent flier or other entitlements resulting from official journeys or journeys for which the costs were reimbursed by the employer may only be used for official purposes.**
8. If the employee is in possession of a BahnCard (also privately obtained), this must be used; if not, the purchase of a BahnCard Business should be considered. Deutsche Bahn grants the University a reduction as a **corporate customer (customer no. 7201314)**. The **customer number** must be stated when **purchasing a rail ticket or when purchasing a rail ticket with BahnCard Business**, as the granting of the corporate customer discount (GKR) is dependent on the total annual turnover. Further information on discount rates and price reductions is available on [www.bahn.de](http://www.bahn.de). The GKR is combinable with the BahnCard up to and including 10/12/2011. From 11/12/2011 the GKR will only be combinable with the BahnCard Business. We have been informed by Deutsche Bahn AG that from 11/12/2011 tickets with a reduced fare including GKR purchased with a regular BahnCard are subject to an additional 15 euro fee for each direction; these fees are not reimbursed.
9. The **prior** acknowledgement of the good reasons for **travel by car (these reasons must have been documented and acknowledged before the start of the journey)** results in **comprehensive vehicle insurance** with you as the beneficiary without co-payment (cf. circular of 15/12/2009, ref. no. P 1-141-13). Claims arising from this insurance coverage must be filed with Ecclesia Versicherungsdienst GmbH, Klingenbergstr. 4, 32758 Detmold (phone: +49 8974 1154350 or +49 8974 115465). An insurance against loss of discounts can be taken out in order to avoid an increase in liability insurance premiums. The insurance premium must be borne by the business traveller, however. The damage report **forms** are available for download from the website of the insurance provider Ecclesia Versicherung (<http://www.eclesia.de/fileadmin/Dokumente/Schadenanzeigen/Dienstreise-Ecc-Gruppe.pdf>). A copy of the travel authorisation form must be submitted together with the damage report.
10. **Cut-off period/six-month deadline: The claim to reimbursement of travel expenses expires if it is not asserted within six months (Section 3 (5)(1) of the Bavarian Travel Expense Act [BayRKG]). Any instalments that have already been paid out must be paid back in full if no expense report is submitted within the six-month period.**
11. The following do not count as income: 1. Reimbursement of travel expenses; 2. Daily and accommodation allowances up to the fixed sum stipulated in the travel expenses regulations for public servants for the full calendar day including accommodation, or, if proof of additional expenses is submitted, up to this amount; 3. the collected insurance tax; and 4. the reimbursement of other cash expenditures, if no lump sum has been agreed upon.