

Friedrich-Alexander-Universität Erlangen-Nürnberg • Postfach 3520 • 91023 Erlangen,  
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To all  
organisational units of Friedrich-Alexander-  
Universität Erlangen-Nürnberg  
(excluding Universitätsklinikum Erlangen)

**University Administration  
Section P 1**

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Your reference:  
Your letter of  
Our reference: P 1 – 141 - 01  
Erlangen, 19 January 2018

**Amendment to the administrative regulations for the Bavarian Travel Expenses Act  
(BayRKG)**

Dear employees,

On 1 October 2017, the Bavarian State Ministry of Finance, Regional Development and Regional Identity amended the administrative regulations for the Bavarian Travel Expenses Act. Listed below are the most important changes:

1. Overnight stays in Germany:  
Accommodation costs can be approved without further examination if the following maximum amounts are not exceeded:
  - Cities with up to 299,999 inhabitants: EUR 90 (until 30 September 2017: EUR 60)
  - Cities with more than 300,000 inhabitants: EUR 120 (until 30 September 2017: EUR 90)
2. Travel to interviews for positions at the University:  
Necessary overnight expenses from all applicants (professors and other applicants) can be reimbursed provided they do not exceed the amount which can be approved without further examination, i.e. for cities with up to 299,999 inhabitants (e.g. Erlangen) EUR 90 and for cities with more than 300,000 inhabitants (e.g. Nuremberg) EUR 120.  
Applicants are no longer entitled to a daily allowance when travelling to interviews for positions at the University.
3. Partial payment:  
Employees travelling for business purposes can apply for an advance payment towards travel expenses if the costs are likely to exceed EUR 200 (until 30 September 2017: EUR 100) or if travel costs cannot be reimbursed electronically.

Note: currently, there is no option to have travel costs reimbursed electronically at FAU.

4. Taking third party payments into account when reimbursing travel costs:  
Compensation paid by Bahn AG or airlines during business travel must be used for business purposes – as has been the case up until now for price discounts and reductions – even if it was issued to you personally (e.g. compensation from airlines for extreme delays or denied boarding). It may not be used for private purposes even when the benefits are about to expire.  
Compensation for physical inconvenience (e.g. failure of the air conditioning system) is an exception.
5. Duration of the business trip:  
From now on, business trips can be commenced or terminated at home even if the necessary travel times and the times required to carry out official duties away from the usual workplace exceed the regular daily working hours of the employee.

Note: Home is the place from which the employee predominantly commutes to the place where they carry out their duties (= department, chair etc.). Another place, especially a family residence, shall not be considered.

We would ask you to observe the above changes. The complete and up-to-date administrative regulations for the Bavarian Travel Expenses Act can be found here (in German only):  
<https://www.verkuendung-bayern.de/fmbl/jahrgang:2017/heftnummer:14/seite:459>

P1 has set up a monthly travel expenses Q&A session to deal with any questions there may be concerning the above changes and any billing-related issues arising as a result. This Q&A session (duration about two hours) gives a small group of participants (up to six people) the opportunity to talk about current topics and have specific questions answered. If you would like to participate, please send an e-mail to [zuv-P1-ausland@fau.de](mailto:zuv-P1-ausland@fau.de). You will then be sent a personal invitation to attend the next available session.

Erlangen, 3 November 2017  
Friedrich-Alexander-Universität Erlangen-Nürnberg  
p.p.

Kraml