

Explanation of the request form

I. General:

Please fill in the request form completely and sign it.

Business travel is travel for the purpose of carrying out official business outside the place of employment as ordered or authorized in writing.

Travel for training purposes is when attendance is for the purposes of training or education because it is likely to support the staff member in performing his or her duties. The following costs will be reimbursed: 2nd class train tickets or 75% of vehicle travel reimbursement; 75% of the per diem rate; accommodation costs that are shown to be necessary; additional costs as necessary such as full reimbursement of participation fees.

When travelling abroad, please make sure that you have full health insurance coverage. In case of doubt, contact your health insurance provider.

Please enclose a programme or letter of invitation, etc., and indicate the function (presentation, poster, chair, etc.) when attending scientific meetings.

II. Notes on individual items on the request form:

Item 4: A detailed rationale of why the trip is necessary. Please note that for trips that are directly related to a research project, the costs will be charged to the institute of Title Group 73 if employed in a university position.

Item 7: When using regular means of transport, fare reductions must always be used (e.g. savings prices, BahnCard, UBT key account ticket, bonus miles earned on business). Savings prices are to be taken advantage of if you can arrange to book your trip with a fixed train travel itinerary. If you would like to travel without a fixed itinerary, you are required to take advantage of the **key account discount (GKR)** of 5 %. The University of Bayreuth's **GKR No.** (for rebates) is **50 0000 8**. Mention this number at the counter when purchasing your ticket. Further information is available at www.bahn.de.

If you use your own automobile and there are valid reasons for doing so, vehicle travel reimbursement in the amount of 0.35 euros/km will be applied. Otherwise, vehicle travel reimbursement will amount to 0.25 euros/km.

The following are considered valid reasons:

- regular means of transport are not available,
- using public transportation would involve an unreasonable amount of time,
- heavy or extensive luggage must be transported for official business,
- at least two business travellers share a vehicle,
- travel of severely handicapped persons who have exceptional mobility problems and are unable to use a company car.

The compensation for taking along other staff members is 0.02 euros per employee and km. With the recognition of valid reasons for the use of a motor vehicle, full vehicle insurance coverage is included for the business trip. Damages within the scope of this insurance coverage are to be claimed from Ecclesia Versicherungsdienst GmbH (forms are available from Division III/3). A copy of the business travel authorization must be submitted together with the damage report.

Item 9: If travel expenses are not reimbursed or if travel does not incur costs, the remark "*ohne Kosten*" ("without costs") must be included. Approval will be granted without reimbursement of costs if no request has been made for such reimbursement or if the request does not specify either the cost unit or the account. Travel expenses can only be reimbursed if the institute/faculty has budgetary or third-party funds at its disposal.

Item 10: Please enter the relevant cost unit (title and account).

Item 11: The necessity of the trip must be confirmed by the chair, institute director, or supervisor.

III. Deadline:

The right to reimbursement of travel expenses will cease if it is not asserted within six months of the day on which the trip ends. Any advance payments must be repaid in full if no Travel and Subsistence Form (*Reisekostenabrechnung*) is received by Division III/3 within 6 months.