

Name, job title \_\_\_\_\_ Konstanz, on \_\_\_\_\_  
 Department, faculty, centre, SFB, central services, division \_\_\_\_\_ Telephone \_\_\_\_\_

<b>To the Human Resources Division</b> <input type="checkbox"/> Business trip <b>with</b> reimbursement for travel expenses <input type="checkbox"/> Business trip with <b>partial</b> reimbursement * <input type="checkbox"/> Business trip <b>without</b> reimbursement for travel expenses * * AND application for leave (if applicable)	<b>To the Division of Financial Affairs</b> Business trip (research trip) <b>funded by</b> <input type="checkbox"/> Project no. _____ <input type="checkbox"/> Basic funding _____ <input type="checkbox"/> Other funding _____
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**Travel destination** (please list all places of business): \_\_\_\_\_  
 by  train  I have a Bahncard  university car  plane  long-distance bus  
 private car **without** good reason (16 ct/km)  passenger in the car of \_\_\_\_\_  
 private car **with** good reason (25 ct/km, **please state reason**) \_\_\_\_\_  
 rental car (**please state reason**) \_\_\_\_\_

Start of trip			Official business				Expected end of trip		
day/month	time	from	start	time	expected end	time	day/month	time	
		<input type="checkbox"/> home <input type="checkbox"/> office <input type="checkbox"/>							<input type="checkbox"/> home <input type="checkbox"/> office <input type="checkbox"/>

**Purpose of the trip:** (please give detailed reasons, including why the trip is necessary, on the back if more space is needed, and attach corresponding documentation: letter of invitation, conference programme etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_

Attendance fee (**without** overnight accommodation and meals: \_\_\_\_\_ EUR  
 I receive from a third party (e.g. DFG, other university, industry): remuneration: \_\_\_\_\_ EUR  
 trip: \_\_\_\_\_ EUR / overnight accommodation and meals: \_\_\_\_\_ EUR

**My absence affects**  
 no courses and other official business  
 the official business listed on the back

**If an advance payment is to be made, please include the corresponding request form "Antrag auf Auszahlung eines Abschlags für eine Dienstreise" (in German) with this application.**

\_\_\_\_\_  
Signature applicant

Approval: – In case of several travellers please explain why the number of participants cannot be reduced –

<input type="checkbox"/> The trip is for the purpose of carrying out <b>official business</b> outside the work place (e.g. meeting in the ministry, external research) <input type="checkbox"/> The trip primarily <b>serves official business interests</b> (e.g. trip to a symposium, expert seminar, lecture, excursion and information gathering trip that are directly related to your official tasks) <input type="checkbox"/> Travel costs are limited to _____ EUR <input type="checkbox"/> Without daily allowance <input type="checkbox"/> Without allowance for overnight accommodation <input type="checkbox"/> Travel costs only <input type="checkbox"/> Without hotel costs	<b>No work-related reasons speak against the absence:</b> _____ Signature of head of department/faculty: CRC, centre, central institution, division
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**Human Resources Division:**  **Division of Financial Affairs:** Approved - subject to the special regulations of § 3 para. 2 LRKG – as a business trip with travel cost reimbursement according to the LRKG (state law on travel expenses) with the following restrictions:  
 Train travel in 2nd class or small kilometre allowance (§6 para. 3 LRKG) / for Bahncard-holders up to the amount of the reduced ticket price.  
 large kilometre allowance  without travel costs, as travelling in a university car / as a passenger with \_\_\_\_\_  
 Without daily allowance  Without overnight accommodation allowance  Settlement up to the maximum amount of \_\_\_\_\_ EUR  
 Flight in economy class  overnight accommodation allowance only, without additional hotel costs  
 Payment of EU / DAAD allowances for travel, room and board without reimbursement according to LRKG  
 Travel costs only  Reimbursement is limited to 50 % (§ 23 para. 2 LRKG)  Reimbursement of the expenses (§ 10 TVA-L BBiG)  
 **as business trip without reimbursement for travel costs.** You are given leave for the time of your trip according to the vacation regulations (if not already legally authorised).  
 Rejected: \_\_\_\_\_

**Please also submit the conference programme or letter of invitation together with the travel expense report.**  
**Please send your travel expense report to Personalabteilung / Reisekosten (Human Resources Division / travel expenses) no later than 6 months after the end of your business trip. If you have questions about your report please contact this division.**

Eine Abschlagszahlung in Höhe von \_\_\_\_\_ EUR wurde veranlasst.

Jahr	Kapitel	Titel	UT	Kto.-Ebene 1
Ausgabeart		KOA	EUR	
Zahlungspartner-Nr.			Festlegungs-Nr.	

Datum \_\_\_\_\_ Unterschrift Verwaltung \_\_\_\_\_ Telefon \_\_\_\_\_

Only to be filled in by the administration!

## A Definitions

1. **Business trips** as defined by the *Landesreisekostengesetz* (LRKG) are trips to carry out official business outside of the work place that the administration has authorised in writing **before you go on this trip. If you go on a trip without prior authorisation, you are not entitled to reimbursement of travel expenses. Please note that you have to submit your travel expense report no later than 6 months after the end of your business trip.**
2. **Research trips** must be directly connected to approved research projects funded through the budget or third parties. Trips to conferences and similar events covering topics directly related to the research project are possible if you significantly contribute to the event (e.g. a confirmed, registered presentation or the like.) The same applies to planned research projects (financed through basic funding). In this case please explain the connection between research project and trip. You can only apply if trips were included in the grant approval and if funds are available.
3. Business trips with partial reimbursement can be approved, for example,
  - a) for trips in Germany and Europe if these trips are in the official and personal interest of the researcher. This includes trips to conferences, congresses, symposia as well as trips for project planning and scientific information gathering. Depending on the available funds we can provide the following compensation:
    - **Travel costs:** Train ride in 2nd class or small kilometre allowance (§ 6 para. 3 LRKG)
      - no travel costs at the place of residence/ place of business –
    - **Daily allowance:** acc. to § 9 LRKG
    - **Overnight accommodation allowance:** according to LRKG, but **NOT** hotel costs exceeding this amount
    - **Attendance fee:** so long it does not include a contribution for accommodation and meals

Grants from third parties are taken into account when calculating the reimbursement amount. The stated rates may be reduced or limited to a lump sum.

b) for trips that are directly connected with approved research projects funded by the budget or third parties - such as in a). You can only apply if trips were included in the grant approval and if funds are available.

## B Business trip request form

Research staff: please send your applications via your department/faculty, unless specified otherwise.

Please make sure the university administration has received your application at least **14 days** before your trip starts!

Please describe your travel itinerary and official business matters precisely. No general information (meeting with expert colleagues, conference in the ministry etc.) but **detailed descriptions!**

**Justification for the trip:**

- Purpose (e.g. .... -conference, .....-congress) Please attach the letter of invitation or conference programme.
- Official interest, benefit for the university (for teaching, research, representation of the university, own lecturing etc.).
- Statement why the objective of the trip cannot be reached via less time-consuming or cost-intensive means (e.g. correspondence, phone, lower-cost transport).

## C Travel expense report

**Please submit immediately after the trip, 6 months after the end of the trip at the latest!**

Please note the information on the travel expense report.

- Please attach **documentation of costs** (travel costs, attendance fee, taxi/hotel, with justification where appropriate).

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Continuation of the justification for the business trip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Work-related arrangements during my absence

(Please provide detailed information, e.g. lecture on (topic)....., on Monday,.....(date) from ...to.....(time):

**1. My absence affects the following course(s):** \_\_\_\_\_

\_\_\_\_\_

**I will hold the course(s) at an earlier/later date:** \_\_\_\_\_

**The following person will hold the course(s) for me:** \_\_\_\_\_

\_\_\_\_\_

**2. Examinations:** \_\_\_\_\_

**3. Student advisory service or office hours for students:** \_\_\_\_\_

**4. Other** (e.g. meeting of a university body): \_\_\_\_\_