

Universität Ulm Dezernat III / Abteilung III-1 Personalservice Helmholtzstraße 16

89081 Ulm

## **Travel Request Form**

## Please note:

When completing the form, please consider the footnotes on page 3 and the explanations on the website of Dept. III-1!

		Claimant (family name, first name):					
	Personal details	Private address (street, postal code, town or city):					
	uctuns	Employing facility/institute:	E-Mail adress:	Telephone (work):			

Purpose of the business trip
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## Place of the business trip

Course of the business trip	Start of the bu	isiness trip 1)		End of the busine	End of the business trip 2)		
	Date	Time uperior: Start and end o	Home Place of wor 3) f business trin at place		Time yes no 4)	Home Place of work 3)	
	Start of officia		End of officia		Dail retrun 5)		
	Date	Time	Date	Time	yes no		

Combination with	The business trip is combined with private travel					
private travel 6)	no	yes	from	unitil		

	Train	Motor vehicle	Airplane	Rental car			
Means of transport 7)	Reasons for using an airplane a) and/or a rental car/ car sharing/ taxi 9):						
	1						
Third-party benefits	I recieve benefits form a third pary	no no	yes 10)				

	A) Travel warnings by t there is no travel warning	the Federal Foreign Office: there is security advice	there is a partial/travel warning. In this case, the mission may not be carried out.				
	Information on (partial) travel warnings and security advice can be found of the website of the Federal Foreign Office. https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/10.2.8Reisewarnungen						
International business trips 11)	<ul> <li>B) Social security         The country of destination is a member state of the EU/EEA.         The business traveller must request the necessary social security certificate at the latest 4 weeks before the start of the trip via         the Personnel Department at the LBV using form 42103a (employees) or 42103c (civil servants).     </li> </ul>						
	A social security agreement exists with the country of destination. The business traveller must request the necessary social security certificate at the latest 4 weeks before the start of the trip via the Personnel Department at the LBV using the relevant form of the Deutschen Verbindungsstelle Krankenversicherung – Ausland (DVKA).						
		ditions apply to Switzerland. bad and present it on reques	Please note that the business traveller must carry the relevant certificate from the social st in the event of checks				

In the case of business trips by university teachers during the lecture period (the delegation of the President must be observed, Circular No.1/2023) Lecture obligations are not affected by the business trip Lecture commitments are affected by the business trip, see attached statement

Date			Signatur of business traveler						
I hereby confirm that t	the husiness triv	b is necessary and that no more cost-effective	way of carryin	a out the official bu	siness is nossible				
Thereby committee	ine business in	The necessary and that no more cost-enective	way of carryin	g out the official bu	5111ess 15 possible.				
The following is deter	mined for the co	onduct of the business trip 12) :							
Information by accourt	nting office								
Cost centre / Project	number		LRKG	no	yes				
The Federal Foreign Of no	The Federal Foreign Office has issued security advice for the country of destination. no yes – I have informed the business traveller about the increased risk and security advice.								
The business trip has	been approved:								
Date		Signature of superior / dean 13)	if necess	sary, also signature	of person in charge	e at cost centre			
	I request an ad	vance payment for the above business trip to the	amount of	of € (minimum of 200,- €)					
	Bank details:	Name of bank							
Advance	BIC:	IBAN:							
payment									

Please note!

A preclusion period of 6 months from the end of the business trip applies; if the travel expense report is not submitted in writing to the administration in due time, the claim to reimbursement of travel expenses expires.

Date

Signature of business traveller

- 1) As a rule, in the months 4-9 business trips should start from 6 a.m.; in the months 10-3 from 7 a.m.
- 2) As a rule, a return journey on the day of the end of the business trip is still reasonable if the business trip can be ended by 10 p.m.
- 3) The starting and ending points of a business trip are to be determined by the business travellers themselves, taking into account the principle of economic efficiency. If there are several apartments/places of accommodation, the one closest to the place of work shall apply.
- 4) If the journey route passes directly by the place of work, the superior may order the place of work as the starting/ending point of the business trip.
- 5) In the case of official business over several days, it shall be decided in each case on the basis of economic efficiency and reasons of well-being whether a business trip lasting several days or a chain of one day business trips shall be approved.
- 6) When combining a business trip with a private trip, the business trip must always be the priority. The duration of the business trip and the duration of the private trip must therefore be in an acceptable ratio e.g.: business trip 5 days, private trip 2 days.

In these cases, travel expense reimbursement is calculated as if the business traveller had travelled from the place of work (University of Ulm) to the external place of business immediately before the official business and then returned from there to the place of work immediately afterwards.

As part of the billing, comparative offers for the costs of the business-related outward and return journey (fictitious itinerary) must be submitted, which were obtained no later than on the day of booking. The date of the settlement offer must be identifiable.

## Please note:

Without submitting these comparison offers; the travel costs cannot be reimbursed or may only be partially reimbursed.

If it is clear that the business trip is not the main focus, but rather the holiday, the authorisation must specify that the business trip is to begin or end at the holiday destination if this is more cost-effective. In these cases, the travel allowance is calculated according to the departure from the holiday destination or the arrival at the holiday destination

- In principle, business travellers are free to choose the means of transport: train or private car. Economic efficiency and climate protection concerns must be considered.
- 8) Flight costs are only eligible for reimbursement if official or economic reasons for the use of the aircraft outweigh climate protection concerns. For flights within Germany, the economic reasons do not currently outweigh the interests of climate protection, so that reimbursement of flight costs is only possible if the use of an aircraft is unavoidable for business reasons - in particular for scheduling reasons. For other short-haul flights, e.g. to Paris, Vienna, an economic efficiency calculation must be made. For this
  - the costs of the climate protection levy must be included,
  - it should be taken into account that work may be possible while travelling by train so that travel times are not necessarily lost working hours (saving of working time). The values per hour depend on civil service class and are 79 € for "höherer Dienst" and 63 € for "gehobener Dienst".
- 9) A valid reason is required for the use of a rental car, taxi or a vehicle under a car sharing model, e.g. if public transport cannot be used, a walk is not reasonable, the state of health or a severe disability requires it or heavy luggage is carried that cannot be transported in public transport.

Only necessary travel costs will be reimbursed; if a rental car is used, a record of the journeys made on official business is therefore required and must be submitted with the travel expense report. For further explanations, see the website of Dept. III, Business trips.

10) Acceptance of third-party funding is subject to prior approval, see the information on "Third-party funded business trips/events" under: <u>https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/dienstreisen/</u>

As soon as a personal fee is to be paid, it is not a business trip but a secondary employment, in which case a secondary employment application must be submitted.

- 11) For further notes on international business travel, see the website of Dept. III, Business trips.
- 12) Orders: e.g. start or end of business trip at place of leave, use of lowest class in public transport
- 13) Written authorisation is required prior to the start of the business trip. A business trip may only be approved if funds are available for it. The principle of economy must be observed. At Ulm University (excluding the Medical Faculty), the authority to approve is delegated to the superiors. They are thus responsible for ensuring that the approval takes place within the framework of the legal requirements. If the superior is exceptionally not authorised to dispose of the cost centre, a signature of the person responsible for the cost centre is also required. In the case of business trips financed by private third-party funds, the funding body may stipulate special regulations for settlement within the framework of the third-party funding guidelines.