

Explanation of the request form

I. General:

Please fill out the request completely and sign it

Business trips are trips for the performance of official business outside the place of employment which have been ordered or approved in writing.

Training trips are deemed to have been made if the event attended serves the purpose of training and further training because it is suitable for supporting the performance of one's official duties. The following costs are reimbursed: 2nd class rail or 75% of the travel allowance; 75% of the daily allowance; proven necessary accommodation costs; necessary incidental costs, e.g. participant fees, may be reimbursed in full.

When travelling abroad, please ensure that you have full health insurance coverage. If in doubt, contact your health insurance provider.

Please attach a programme or letter of invitation, etc. and indicate your function (lecture, poster, chair, etc.) in case of participation in scientific conferences.

Detailed rationale describing the necessity of the trip. Please note that for travel directly related to a research project, the costs will be charged to the Chair's funds at Title Group 73 if your employment is financed from a UBT position.

II. To the individual headings:

Means of transport:

When using regular means of transport, you must always take advantage of fare reductions (e.g. discount prices, BahnCard, UBT bulk customer ticket, bonus miles acquired on business). Discount prices are to be taken into account if you can travel by train. The **customer discount number** of the University of Bayreuth is **50 0000 8**. You can quote this number when buying a ticket at the ticket counter. Further information is available at www.bahn.de.

If the participant uses his/her own car and there are good reasons for doing so, he/she will receive a travel allowance of € 0.40 per km. Otherwise, the travel allowance is € 0.25 per km.

Good cause exists if

regularly scheduled means of transport are not available, unreasonable time expenditure is incurred when using public transport, heavy or bulky luggage has to be transported for official reasons, at least two official travellers share one vehicle, Severely disabled persons travelling who are exceptionally disabled and the use of a service vehicle is impossible.

The transport allowance is € 0.02 per employee and km. With the recognition of the valid reasons for the use of the car, full vehicle insurance exists at the same time for business trips. Damages within the scope of this insurance coverage are to be claimed at Ecclesia Versicherungsdienst GmbH (forms are available at ref. 111/3). A copy of the business trip approval must be enclosed with the claim.

Costs:

If travel expenses are not reimbursed or if travel is not incurred, the button "without reimbursement" must be selected. Reimbursement of travel expenses is only possible if the institute / faculty has budget or third-party funds available.

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

III. Exclusion period:

The entitlement to reimbursement of travel expenses expires if it is not claimed within six months after the day of the end of the journey. Any advance payments must be repaid in full if no statement of account is received by Division 111/3 within six-months.