

LUCOM (for travel application and reimbursement)

1. STEP: Application in any case (also if funded by a third party)

- There are two versions: German or English. Please **select when registering** for the first time!
- Fill in all information you already have.

Please note: Private trips combined with business trips.

(1) If the official traveler combines a business trip with a private trip of **up to five working days**, the travel allowance shall be calculated as if only the business trip had been carried out.

(2) The travel expense allowance in accordance with (1) may not exceed the actual course of the journey.

(3) If the traveler combines a business trip with a private trip lasting more than five working days, a travel allowance shall be paid only for the additional costs incurred for the performance of official business.

- Upload all documents, e.g. invitation, program, external funding etc.
- Explain higher costs for hotels etc.
- Generally, you are allowed to **book only after confirmation** of your trip! Please upload a comparison offer, so you could get already an advanced payment!
- Upload tickets, invoices (e.g. for fee) you have already paid for. For flights: Only if you upload a comparison offer, you could receive an advanced payment before booking. - You would have the possibility to apply for **80 % payment in advance!**
- Send the application to “Theoretical physics”.

Please note:

In case you receive the application back for any changes, supplements or explanations, **FIRST** remove your signature!

After having done all changes, sign again and send it back to “Theoretical physics”.

2. STEP: Travel report (no later than 6 months after the business trip)

- Upload all tickets, boarding cards, invoices, etc. (for conference fees also the “Participation certificate”!)

Please note:

1. Invoices have to be addressed to (*at least in Germany!*, billing is more difficult abroad):

Georg-August-Universität

Institut für Theoretische Physik

Name

Friedrich-Hund-Platz 1

37077 Göttingen

- Explain all changes compared to the application in the “comments”.

2. Please fill in ALL meals (see also hotel invoice)

3. STEP:

Print the “Adressblatt” and give it with all ORIGINAL documents (tickets, invoices, etc. - **also** those **which are already uploaded** in Lucom) to the secretaries.