

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.

Hotel booking:

The state of Lower Saxony continues to allow hotel bookings for business trips via the Internet **portal HRS.de at discounted rates**.

The University of Göttingen's server provides access to the HRS business customer portal with access to the HRS corporate discount rates. The link for the HRS business customer portal is:

<http://www.hrs.de/?clientId=ZGVfX25pZWRLcnNhY2hzZW4,1>

No further login is required. Booking via the public access (www.hrs.de) does not allow for discounted rates. In addition to online booking, it is also possible to book by **telephone** as a business customer. For this purpose, please quote the main **customer number 431695001**.

- 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. Our Financial Department does not accept fictitious sums. - 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”!)
- Use the **OANDA** currency converter a print (**date of payment**) and print out (upload) the receipt!

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.

Please note:

Even if one is reimbursed by a third party for all expenses, a "0" travel expense report must be made in the Lucom system to complete the "transaction" in the system! Please send it to “Theoretical physics”.

- Likewise, if the trip has not taken place at all!

If you need a **visa** for a business trip, you have to pick it up in another city (e.g. Hamburg, Frankfurt). Therefore, you have to submit a **separate business trip application** via LUCOM!