

### **Travelling with the SFB:**

Formalities are boring, but keep in mind that the approval of your business trip is an important legal prevention. Travelling without approval can cause serious problems and awkward discussions.

### **Important rules:**

1. Complete the formalities as soon as possible.
2. Don't trash vouchers, invoices, boarding passes etc.
- 3) For submission to SFB send forms to Kerstin Reinecke (Tel. 39-5021, room D.04.117)

### **Forms:**

1. Form „Dienstreiseantrag-Genehmigung“
2. Form „Reisekostenabschlag-Antrag“
3. Form „Reisekostenabrechnung“

These forms are available on the web page of the university (“Mitarbeiterportal”).

### **Step 1: Approval from the CRC**

In CRCs, the travelling budget is not allocated to the projects, i.e. the funds are centrally managed by the CRC. Business trips with costs above 500 Euro require an approval from the CRC management board.

In practice:

The PI sends an informal email application with short scientific motivation of the travel and cost estimation to Carmen Kaspar ([ckaspar@ump.gwdg.de](mailto:ckaspar@ump.gwdg.de)).

### **Step 2: The business trip permission:**

The form for the business trip permission requires (up to) three signatures.

- 1) The signature of the PI.
- 2) Travelling to foreign countries requires the signature of the faculty dean.
- 3) The signature of the coordinator.

In practice:

Send the form signed by the coordinator and (if required) by the dean to Kerstin. The form remains with Kerstin. She will contact you in case of problems.

### **Step 3: Booking the travel:**

Unfortunately, the university follows up the principle of reimbursement, i.e., it is expected that you first pay the costs and that you'll get your money back after the travel. Since travel expenses can be rather high, an advance payment is possible.

Such an advance payment is accepted for payments already made or costs that are due in the next two to three weeks. It is, e.g. not possible to apply for payment of hotel cost, that matures in three months.

In practice:

For an advance payment, enter payments already made and costs due for payment in the form „Reisekostenabschlag-Antrag“. Send the form and proofs of the costs to Kerstin. Official offers or invoices are not required. A hard copy that includes the ticket price is sufficient for a train travel. Conference fees can be vouched by hard copy of the organizers' home page.

Accurately timed application is important: The CRC office and the financial administration of the university (DLZ) preferentially execute application on advance payment. However, it may last two weeks until the money is on your bank account.

Because of the special rules of the university, it is no problem to submit two or more separate applications of advance payments. Check two weeks previous to the beginning of your travel which cost will arise during the trip (e.g. hotel costs).

**Step 3: Accounting of business trips:**

Accounting of business trips is imperatively required if you have received an advance payment. The form „Reisekostenabrechnung“ has to be submitted within 6 months after the end of the business trip. After this deadline reimbursement is not possible and you have to return the advance payments.

In practice:

Send the form and the original documents (invoices, vouchers, boarding passes etc.) to Kerstin. Reimbursement of costs without proof requires a feasible reason. If you have lost one or more of your public transport tickets, you have to justify how often you have used public transport. Taxi costs will be only reimbursed if the cab drive reduces the total costs. You can use, e.g., a taxi from central station to airport to avoid an additional hotel overnight stay.