

How to: Submit a travel expense report

If you have any questions or concerns, please contact the travel expenses team in Human Resources.

For reimbursement, you must submit your travel expense report within 6 months of the trip. Please always download and use the most current version of the „travel expense report“ on the Human Resources website. Older versions of the form should not be used, because they do not include all the required information and this can cause delays in processing.

Please sign your travel expense report and include the original versions of all the relevant documentation and receipts. Please do not convert foreign currencies into euros, but you are welcome to include credit card receipts and the like.

Please state the respective dates and times for your business trip. For travel abroad, please also give the dates and times you crossed the border – this information is used to calculate your daily allowance.

List any funding from third parties, e.g. a travel subsidy, and provide the corresponding documentation.

There are four components of reimbursement for travel expenses as per Landesreisekostengesetz LRKG (state travel expenses act):

- 1. Daily allowance (for meals)**
- 2. Accommodation costs**
- 3. Travel costs**
- 4. Related costs**

Please list all expenses related to items 2, 3 and 4 in the respective section of the travel expense report and provide corresponding documentation.

1. Daily allowance in Germany

Unless otherwise stated in the travel request, all university staff are entitled to a daily allowance (no documentation/receipts required).

If meals were provided to you free of charge (e.g. lunch, conference dinner, meals on planes), please list these specific meals and the days on your travel expense report. Your daily allowance will be reduced accordingly as per § 6 para. 4 LRKG. Please also justify your participation in conference dinners.

Length of the trip	Daily allowance
0.00 to 8.00 hours	0.-- euros
8.01 to 14.00 hours	6.-- euros
14.01 to 23.59 hours	12.-- euros
full 24.00 hours	24.-- euros

Free meal	Deduction from the daily allowance
breakfast	4.80 euros
lunch	9.60 euros
dinner	9.60 euros

Depending on the country, there are different daily allowances and allowances for overnight accommodation. See the overview of daily allowances for travel abroad.

2. Accommodation costs

The allowance for overnight accommodation in Germany is 20.00 euros per night. This also applies to stays in the private homes of friends or relatives. Accommodations are considered free if the costs were covered by a third party (e.g. the event organizer or other travellers). Especially if you travel abroad, please state whether breakfast was included in the price.

For travel within Germany, you can be reimbursed for overnight accommodation up to 95.00 euros/night for a single room including breakfast (as per administrative regulations for LRKG). In justified cases, higher reimbursements may be granted. The state of Baden-Württemberg has concluded agreements with some hotels where the costs are considered reasonable. These places are listed in the „Hotelliste des Landes Baden-Württemberg“.

If several business travellers share a room, then the costs must be split equally among them. If a business traveller shares a room with a non-business traveller (e.g. a spouse), then costs can only be reimbursed up to the price of a single room; if no documentation for this price is provided, then the costs must be split equally among the travellers.

For travel within Germany, daily allowances and allowances for overnight accommodation only apply to the first 7 days of a business trip in the same location. Starting on the 8th day, only the separation allowance applies.

3. Travel costs

Regularly travelling transportation includes public transportation like trains, long-distance buses and planes.

Transportation that does not regularly travel a set route is e.g. a private car, rental car or taxi. In your travel request you must justify why you chose this type of transportation. Rental cars cannot be used for private travel during business trips.

You can purchase train tickets using the BMIS no. 6300001 to get the discounted rate.

If you are requesting a Bahncard, please include a list of the business trips you plan to take using the Bahncard along with your travel request.

Please be sure to cancel your Bahncard before it automatically renews for the following year, as this cost cannot be reimbursed if the potentially smaller amount of business travel in that year no longer makes it worthwhile.

The reimbursement rates for non-public means of travel are as follows:

- 30 cents per kilometre in a private car (no significant official interest)
- 35 cents per kilometre in a private car (significant official interest). Justification as „significant official interest“ includes, for example:
 - Other business travellers as passengers
 - No public transportation to destination
 - Extensive/heavy luggage
 - Physical or health-related limitations, degree of disability of at least 50
 - Significant savings of time / timing of appointment(s)
- 25 cents per kilometre via bicycle, e-bike or pedelec

There is no longer an additional payment of 2 cents per person and kilometre for other business travellers as passengers. Business travellers receive 35 cents per kilometre if they have other business travellers as passengers, regardless of the number of passengers, because this is justified as „significant official interest“.

Frequent flyer miles and other benefits accrued through business travel can only be used for business travel.

4. Related costs

Such costs include e.g. attendance fees, parking, visa fees, internet and phone costs resulting from business travel. In some cases, you will need to justify the necessity of these expenses. For more information, see the instructions on the travel expense report.

