

How to: Make a travel request

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

Please submit your travel request (2 copies) at least 14 days before you go on your trip.

Please always indicate whether it is a business trip with reimbursement for travel expenses, with partial reimbursement, or without reimbursement.

If travel expenses will only partially be reimbursed (e.g. no daily allowance, only travel costs, a maximum amount, etc.), these limitations must be clearly stated in the travel request. Generally, travellers are legally entitled to a daily allowance and an allowance for overnight accommodation. The allowance for overnight accommodation 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).

In order to have travel costs reimbursed, please list the corresponding university account, i.e. the chapter, title, subtitle, account level 1.

Depending on the funding source, different organizational units are responsible:

1. Human Resources:

- Business trips (i.e. trips for official business) with reimbursement for travel expenses
- Business trips with (partial) reimbursement provided by a department
- Business trips without reimbursement (required for insurance reasons)

2. Research Funding Administration / Finance and Controlling:

- Business trips financed via AFF projects (Committee on Research), research projects, the German Excellence Strategy, Collaborative Research Centres (CRC) or the External Funding Reward Model
- Business trips financed with basic funding
- Applications for excursions

Please always include the following information in your travel requests:

1. Destination

Please list all the locations where you will be conducting official business!

2. Means of transportation

Please state your means of transportation. 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. Please justify why you chose this type of transportation.

Rental cars cannot be used for private travel during business trips.

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

3. Purpose of the trip

Please explain the purpose and, if applicable, justify the necessity of the trip. Include invitations, confirmation of registration, event programmes and the like.

4. Length of the trip

Please limit the trip to the length required for official business.

In cases where you combine business travel with private stays or travel, it is very important that you clearly distinguish between the period required for official business and other periods. This is necessary for insurance purposes.

Generally speaking, you must submit a travel request and get approval for only the start and end times of your travel for official business.

However, if the trip involves private stays or travel (=vacation), this information must also be included in the travel request. During private stays or travel, travellers are not covered by the state of Baden-Württemberg's accident insurance (as is the case for all non-business travellers).

Please also submit a price quote for transportation that shows the round-trip cost of the business trip as it would have taken place without any detours and only including the days required for official business.

- Please always submit your travel request to your supervisor/department/faculty who will then forward it to the corresponding university unit.

- You can request an advance payment to cover the costs you need to pay before the trip, e.g. flights, attendance fees, hotel reservations. This amount cannot exceed 80% of the total expected costs. If you need an advance payment, please include the corresponding request form „Antrag auf Auszahlung eines Abschlags für eine Dienstreise“ with your travel request. It is usually not possible for the university to pay for flights, attendance fees and the like directly!

- Once the travel request has been signed and approved, a copy will be returned to you, and you can make the planned trip. **For reimbursement, you must submit your travel expense report within 6 months of the trip.** If you received an advance payment, however, you should submit the travel expense report as soon as possible after the trip.

