

# Ludwig-Maximilians-Universität München

- I. Application for the approval of a  Business trip  Study trip  
 Without reimbursement of costs  
 Permanent travel approval 20

date stamp

Title, surname	First name
Postcode, place	Street
Phone no. in case of inquiries	Payroll number
Place of employment	

Bank details

IBAN: \_\_\_\_\_ BIC: \_\_\_\_\_

Purpose of trip (include invitation, program etc. as relevant)

Place(s) of business  Country

Remarks (e.g. other travelers etc.)

Departure from	Start of trip	Start of official business
<input type="radio"/> Residence <input type="radio"/> Department <input type="radio"/> Other place <input style="width: 150px;" type="text"/>	Date <input style="width: 100px;" type="text"/>	Date <input style="width: 100px;" type="text"/>

Return to	End of official business	End of trip
<input type="radio"/> Residence <input type="radio"/> Department <input type="radio"/> Other place <input style="width: 150px;" type="text"/>	Date <input style="width: 100px;" type="text"/>	Date <input style="width: 100px;" type="text"/>

Private stay before and/or after official business

from  to  For flights, a comparison price must be included for the duration and location of the official business!

Mode of transport requested

Scheduled modes of transport  
 Public transport  Deutsche Bahn (  BahnCard railcard available )  
 Plane -> justification (not required for overseas trips):

Private vehicle (  car  motorcycle/scooter  other  )  
 Use without a valid reason (limited reimbursement rates, no compensation for property damage)  
 Use with a valid reason (higher reimbursement rates, for business trips incl. property damage under the business vehicle insurance)

Justification:

Other

The following costs will be assumed by a third party:

I request an advance of €  for the anticipated travel costs.

I am aware that I need to apply for the travel allowance from Unit II.7 by no later than six months after the end of the trip, otherwise I lose my claim to reimbursement. Any advances received must be repaid. I guarantee the accuracy and completeness of my information.

Place Date Traveler's signature

## II. Approval (must be granted prior to start of trip)

The trip is  approved as requested  approved subject to following   
 not approved  
 with advance of €  Budgetary monitoring no.

Post to: Chapter: \_\_\_\_\_ Title: \_\_\_\_\_ Authorizing body no.: \_\_\_\_\_  
 Cost type:  685 11 (domestic)  685 12 (overseas) Cost center: \_\_\_\_\_

Place Date Supervisor's signature (see back of page) Office's signature

F70 (11/17)

## Business trip – study

**Business trips** are trips for the purpose of performing official business away from the place of employment that have been prescribed or approved in writing. The place of employment is the locale in which the department is located. The department is the organizational unit to which an individual is assigned.

**Study trips** are trips that employees undertake after completing their formal education for the purposes of further professional development or to expand their professional knowledge, abilities, and experiences, to adapt to altered professional requirements or to prepare them to deal with new or different tasks. Only a limited reimbursement of the costs of study trips is possible.

Trips to **conferences and congresses** are deemed study trips if the event is attended for professional reasons, but not for the purpose of performing any assigned professional duties. Events in which employees actively participate (talk, poster, project discussion, chairing etc.) may be deemed business trips. Attendance at academic congresses and conferences without active participation may be deemed business trips if their purpose is academic discussion within the relevant research area and thus serve to exercise the individual's research role.

The decision as to whether a trip is deemed a business trip or a study trip will be taken by the supervisor when approving the business trip application.

## Approvals/advances

All trips must be approved **prior** to commencement. Retrospective approvals are only possible in justified exceptional cases to enable the reimbursement of costs. However, in this case insurance cover via the employer no longer applies.

Business travelers can request a reasonable **advance** in respect of the anticipated travel expense allowance. Advances are managed in detail by the budget-controlling offices in accordance with any special considerations for the respective subject area or field.

## Supervisor's signature

Only required for professors if courses are canceled, postponed, or taken by another member of teaching staff (Art. 28 para. 4 Bavarian Universities Act (BayHSchG)).

## Start/end of the trip

If the business trip starts or ends at the person's residence, the travel expenses that may be reimbursed shall not exceed those that would have been incurred if the trip had started or ended at the department; this does not apply if it is necessary to start or end the business trip between 8:00 p.m. and 6:00 a.m. or on a Saturday, Sunday, or statutory holiday for the purposes of performing specific official business on professional grounds.

## Use of private vehicles

If a private car is used without there being a valid reason, €0.25 per km shall be reimbursed. If a valid reason applies, €0.35 per km may be reimbursed. The calculation is based on the shortest direct road link.

**Valid reasons** for using a car may pertain to procedural and cogent personal reasons. They must be documented in each individual case and will be deemed given in particular if

- the place of business would be impossible or difficult to reach or depart from using scheduled modes of transport,
- the use of a private vehicle is likely to result in a significant time saving,
- the use of private vehicles enables multiple items of business to be completed that could not be completed if scheduled modes of transport were used,
- it is necessary to transport heavy (at least 10 kilograms) or bulky luggage,
- disabled people have significant mobility issues or are dependent on the use of a vehicle for other cogent reasons.

If other private vehicles are used, the rules for cars apply accordingly. The reimbursement rates are:

- Motorcycle/scooter €0.12 or €0.15 per km
- Moped/autocycle €0.07 or €0.09 per km
- Bicycle €0.04 or €0.06 per km

For study trips, the reimbursement rates are 75% of the stated amounts.

If valid reasons for a business trip have been acknowledged, insurance cover for material damage in accordance with the stipulations of the business vehicle insurance of the Free State of Bavaria (DFFV) will apply. The prerequisite here is that the vehicle belongs to the employee or is provided at no charge by their spouse or partner or a relative by blood or marriage living in the same household.

Any financial loss incurred as a result of an increase to car insurance premiums is not covered. If required travelers may take out no-claims bonus insurance via a framework agreement of the Free State of Bavaria at their own discretion and expense before undertaking the trip.

## Taxi/hire car

Taxis and hire cars do not count as scheduled modes of transport. These costs may only be reimbursed if they were used for valid reasons. The costs of any insurance taken out against the payment of a deductible in the event of an accident can also be reimbursed.

**Valid reasons** shall be deemed given in particular if scheduled modes of transport cannot be used at all or punctually, or where in individual cases procedural reasons (e.g. no-fault delay, need to carry luggage heavier than 10kg, unreasonable walking distance usually above 1km, route type) or in exceptional cases compelling personal reasons (e.g. age, state of health) render use of such vehicles necessary. Unfamiliarity with the place alone shall not be deemed a valid reason. The valid reason must be documented in the statement in the individual case.

If no valid reasons apply, taxi/rental car costs up to the level of a scheduled mode of transport may be reimbursed.

## Hotel costs

Only necessary accommodation costs will be reimbursed. Within Germany, the following accommodation costs shall be deemed necessary:

- Places with up to 300,000 inhabitants: up to €90.00 per night
- Places with more than 300,000 inhabitants: up to €120.00 per night

If the actual costs are higher, a short justification as to why a cheaper hotel could not be used (e.g. more cost-effective rooms fully booked, seasonal price increase, prior reservation by the inviting party/ travel operator etc.) must be provided.

Different rates for necessary accommodation costs apply overseas. The respective overseas rates are published by the State Ministry of Finance. If the accommodation is more expensive than the stipulated overseas accommodation rate, justification for why the higher costs were necessary must be provided.

As a rule, only pure accommodation costs may be reimbursed – i.e. without breakfast, Wi-Fi, minibar etc. However, breakfast costs may be reimbursed if the booking of the hotel incl. board was occasioned by the employer. A booking will be deemed occasioned by the employer if the employer booked the accommodation **and** the invoice is issued to the employer **and** the name of the business traveler is stated on the invoice.

In some cities (e.g. Berlin, Cologne, Hamburg), a tax of 5% is levied on the cost of chargeable overnight stays exclusive of meals (**accommodation tax**). However, overnight stays taken in the course of trips with a business purpose are not subject to tax, provided the business reason can be proven. This proof may be provided for instance by issuing the invoice in the name of the employer. Given that the levying of tax can be avoided by proving the business purpose, these are not necessary expenses and no reimbursement is possible.

## Reimbursement of BahnCard rail cards

The costs of a BahnCard rail card can be reimbursed if the card is obtained for business purposes. This requires a link between the acquisition and the use of a card.

The costs of a BahnCard can only be reimbursed if the acquisition costs can be recouped during the validity period of the BahnCard. In order to demonstrate this, planned rail trips for the future should be listed as far as possible at the point of the purchase of the BahnCard. The future cost savings of the discounted rail tickets must exceed the acquisition price of the BahnCard. A BahnCard purchased in advance for business purposes may also be reimbursed retrospectively (once the costs have been recouped).

Unfortunately, expenditure made for a BahnCard not acquired for business purposes may not be reimbursed, including on a pro rata basis. Here it is irrelevant whether the cost of a card acquired for personal use is recouped over the course of business trips.

## Ancillary costs

Costs including reservation costs, entrance fees, visa charges, conference fees (including costs for a conference dinner included) etc. may be reimbursed. Travel equipment, tips, insurance, credit card fees etc. may not be reimbursed. If the registration for a conference dinner takes place separately, these costs may not be reimbursed.

## Third-party costs

If you have disbursed any costs for co-travelers (e.g. Bayernticket group train ticket), please specify their name and department in the remarks; no separate declarations of assignment are required.

## Time limits

**The application for the reimbursement of travel costs must be submitted to Unit II.7 within six months of the end of the trip.** Please note that this is a statutory limitation period, i.e. if the deadline is not met, the entitlement to reimbursement lapses.