

## Guidelines for application and reimbursement of travel expenses

**We expressly request that you follow these guidelines. Please hand in your application for travel funding at least 4 weeks prior to the trip. All applications for reimbursement have to be handed in within 6 months after your return.**

The **chronological sequence** is as follows:

1. Application for travel funding.
2. Approval of travel funding.
3. Application for pre-payments if the expenses exceed 200 EUR.
4. Travel.
5. Application for reimbursement of travel expenses.

### 1. APPLICATION FOR TRAVEL FUNDING

Please use the form intended for this purpose (application for travel funding) and submit three comparable flight offers for each trip. Your input is needed in sections 1, 2, and 3.

#### **PLEASE HAND IN YOUR APPLICATION FOR TRAVEL FUNDING AT LEAST 4 WEEKS PRIOR TO THE TRIP!**

- Use the form "Application for approval of ...". You need the Adobe Acrobat Reader to fill out the form, which is also available for Apple Computers.
- In section 1, please fill out all personal details, including your home address and your phone number.
- In section 2, fill in the dates in the boxes "from" and "to", specify the destination, and fill in the reason for the trip. If you are going to a conference, please attach the program or invitation.
- In section 3, please state the means of transportation and provide an explanation for flying instead of riding a train (e.g., "no other means of transportation to whereverimgoing").
- You do not need to fill out sections 4 and 5.
- Add the date and your signature in the box at the bottom to the left.
- Hand in the application in the accountant's Mailbox in the office.

### 2. APPROVAL OF TRAVEL FUNDING

- We will check and complete the application and forward it to the department administration for approval.
- The department administration approves and returns the application; you get a copy of the form in your mailbox.

### 3. APPLICATION FOR PRE-PAYMENT

- You can apply for a pre-payment of 80% of the expected expenses AFTER the approval of your application for travel funding.
- You can only apply for pre-payments if your travel expenses exceed 200 EUR.
- Fill out the form attached to this Email - it is currently only available in German - please ask your colleagues or someone from the staff for help.
- Attach a bill for your flight- or train ticket to the application.
- Place the form in accountant's mailbox in the office.
- The pre-payment will be transferred to your account shortly afterwards.
- Please do not forget to state that you have received a pre-payment in your travel reimbursement application.
- You will need to return the pre-payment if you submit your application for reimbursement later than 6 months after the completion of your trip.

### 4. TRAVEL

- Keep your receipts, boarding cards, tickets, etc.

### 5. APPLICATION FOR REIMBURSEMENT

**PLEASE HAND IN THE APPLICATION WITHIN 6 MONTHS AFTER YOUR RETURN! YOU CANNOT BE REIMBURSED IF YOU HAND IN THE APPLICATION LATER THAN 6 MONTHS AFTER YOUR RETURN.**

- Use the form "Travel Expense Statement" attached to this Email.
- Fill in the complete personal information, including your bank account details.
- Fill in the travel itinerary information.
- You do not need to fill out the section "Meals" and "Übernachtung".
- Fill the box "Advance / pre-payment" if you have receive a pre-payment.
- Fill out the section "Means of Transportation" and "Travel Expenses" on page 2.
- Attach all original documents relating to the trip, the online ticket, the original invoice, and proof of payment (normally cash card or credit card statement) for the flight.
- Submit the application for reimbursement in the accountant's Mailbox in the office.
- We will forward your application to the central travel expenses administration.
- Please note that from the beginning of this year (2018), the central travel expenses administration is responsible for the reimbursement payments. This means that processing the reimbursement will take longer. Please address all requests about your reimbursement applications directly to the central administration: reisekostenstelle@fu-berlin.de.