

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).

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 mobile 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.
"Work at business location": Fill in the date and time when your conference/event/fieldwork starts and when it ends.
- 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").
- In section 4, please tick the box "Travel Allowance", otherwise you don't get the reimbursement for your travel expenses.
Please tick also the box "A travel cost are waived on part for" and the box "daily allowance" as the BGSMCS does not pay the daily allowance.
Please indicate also the estimated costs of your travel.
- In section 5, please tick the box "My lectures/courses will not be affected by the business trip" since you have no teaching obligations.
- Add the date and your signature in the box at the bottom to the left.
- Submit the application with all documents to the accountant's office.

2. APPROVAL OF TRAVEL FUNDING

- We will check and complete the application and forward it to the Dean's Office for approval.
- The Dean's Office 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 travel expenses (transport costs, conference fees and additional costs such as visa fees/vaccinations) 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 "Antrag auf Abschlagzahlung" - it is currently only available in German - please ask your colleagues or someone from the staff for help.
- Attach the invoices/booking confirmations/receipts and the bank statements as proof of payment to the application.
- Please submit the form with all documents to the accountant's 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 must to pay back the pre-payment if you submit your application for reimbursement later than 6 months after the end of your trip.

4. TRAVEL

- Keep your all receipts, boarding passes, 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".
- Fill in the complete personal information, including your bank account details.
- Fill in the travel itinerary information: Fill in the destination and dates in the boxes "from" and "to".
- 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. Tape your receipts/boarding passes on one or more sheet(s) of Din A4 paper, indicating name and date of travel.
- Submit the application for reimbursement with all documents to the accountant's office.
- We will forward your application to the central travel expenses administration.
- The central travel expenses administration is responsible for the reimbursement payments. This means that processing the reimbursement will take longer.