

Please submit travel expense claims within 6 months after the end of the trip, otherwise your claim will expire by limitation.

Application for permission of business trips and other travel

Contact persons:

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Please see rear page!

Last name, first name	Chair/department	Tel. number
I request permission of	Business trip	with expenses reimbursed
	Study trip	not reimbursed
If expenses are to be reimbursed please give the AOST of the institute or cost unit that will bear the costs		
Names of fellow travellers employed at the faculty		

Place of departure	Destination (city/country)	Place of return
Duration of travel:		
Departure (day)	Scheduled return from journey (day)	
Hours of duty/attendance:		
Start (day)	End of duty/attendance (day)	
If you plan to add a private stay please give start and end dates: <small>(Please add a comparison price for flight, train, etc. for the duration and location of the official business!)</small>		
Beginning (day)	Ending (day)	
Purpose of travel		

Deputy lecturer if required (name)																									
Means of transport you intend to use:																									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Staff car</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Railway (GKT-Nr.: 7103038); owner of a BahnCard</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td></td> <td></td> </tr> <tr> <td>Public transport (Bus, U-Bahn, S-Bahn)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Plane</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Private car (Please fill in form C086) / rental car; reasons</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Staff car					Railway (GKT-Nr.: 7103038); owner of a BahnCard	Yes	No			Public transport (Bus, U-Bahn, S-Bahn)					Plane					Private car (Please fill in form C086) / rental car; reasons				
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The following costs will be borne by a third part																									

Date	Requestor's sign	Superior's sign
	no employee or student of LMU	In case of third-party funds: This is to confirm that the trip is project-related.

Travel request approved.

Munich _____ Administration _____

Please note:

1) Business/ study trip

Business trips are trips for the purpose of performing official business outside the place of employment that have been prescribed or approved in writing. The place of employment is the community 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 having completed their formal education for the purpose 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 a study trip is possible (75% of daily allowance and the distance compensation, cheapest possible public transport 2nd class, accommodation costs according to receipt, however, no flat charge, as well as necessary additional costs like workshop fee etc.)

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

2) Approvals / Advance payments

All trips must be applied for prior to commencement by means of the provided form* and approved by the superior and the administration. 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. The application should include a program/agenda or invitation letter indicating the kind of event as well as the role of the traveller within this event.

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 purpose of performing specific official business on professional grounds.

Business travelers can request a reasonable advance payment in respect of the anticipated travel expense allowance, the minimum amount is 200,- Euro. Advances are managed in detail by the budget-controlling offices in accordance with any special considerations of the respective subject area or field.

3) Use of private vehicles

If a private car is used for a trip without 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 private 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 there is no public transportation available, if significant time may be saved, if it is necessary to transport heavy (at least 10 kg) or bulky luggage, if other business travelers are joining in the car or if health reasons exist.

If other private vehicles (Motorcycle/scooter, Moped/autocycle, Bicycle) are used, the rules for cars apply accordingly, the amounts reimbursed per km are lower corresponding to the respective vehicle.

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 precondition here is that the vehicle belongs to the employee or is provided at no charge by his spouse or partner or a relative or similar living in the same household. The form C086* "Application for using a private vehicle for business purposes" has to be filled in and added to the application for permission of a business trip.

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 (Ecclesia Versicherungsdienst GmbH, tel. 05231/603-0).

Study trips do not imply fully comprehensive insurance, valid reasons may however also occur (at least 2 travelers, significant time saving, the place of study cannot be reached otherwise).

4) Taxi/rental car

Taxis and rental cars do not count as scheduled modes of transport. These costs can 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 10 kg, unreasonable walking distance more than 1 km, route type) or 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 each individual case. If no valid reasons apply, taxi/rental car cost are reimbursed up to the level of a scheduled mode of transport.

5) Hotel costs

Only necessary accommodation costs will be reimbursed. Within Germany, accommodation costs shall be deemed necessary for places with less than 300.000 inhabitants up to € 90,- per night, for places with 300.000 inhabitants and above up to € 120,- per night. If the actual costs are higher, a short justification why a cheaper hotel could not be used (e.g. more cost-effective rooms fully booked, sea-sonal 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 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 hotel booking was occasioned by the employer. A booking may be deemed occasioned by the employer, if 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, Hamburg, Cologne) 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 no necessary expenses, therefore no reimbursement is possible.

6) Reimbursement of BahnCard rail cards

The cost 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. In this case, it is irrelevant whether the cost of a card acquired for personal use is recouped in the course of business trips.

7) Rail Cards

We as LMU are a corporate client of Deutsche Bahn and get 5% discount on every booked ticket under the corporate customers portal. Therefore, each traveler is supposed to purchase train tickets via the corporate customers portal by internet (registration will be effected on demand by the travel expense department of the Faculty of Physics) or using the corporate rate Nr. 7103038 of the Free State of Bavaria directly at the corporate counter of Deutsche Bahn.

8) Additional costs

Costs including reservation costs, entrance fees, visa charges, conference fees (also for conference dinner included) etc. may be reimbursed. On the other hand, travel equipment, tips, insurances, credit card fees etc. cannot be reimbursed. If the registration for a conference dinner takes place separately, these costs may not be reimbursed.

9) 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. Basically, every traveler is supposed to ask for reimbursement for his own share of cost, money disbursed for others must be equalized among each other.

10) Time limits

The application for the reimbursement of travel costs must be submitted to the Travel Expense Department at the Administration of the Faculty of Physics using the provided Reimbursement Form* within six months after 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.

11) Supervisor's signature

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

*All forms can be found under:

<http://www.physik.uni-muenchen.de/fakultaet/organisation/geschaefsstelle/formblaetter/index.html>

The official language is German.

In case of doubt, the German version shall prevail.