



### 3. Approval by the Resource Manager

Travel expenses shall be accorded as follows:

Paid in the amount specified by current and valid legal provisions.

Not at all.

According to the terms set forth by the sponsor (a copy of the expense claim form must be enclosed).

Paid up to the amount of EUR.

**Available Funds.** For travel within the scope of a project financed with external funds, please comply with the additional terms set forth by the external funding sponsor. Please consult external funding management ahead of time.

Sourcing charged to: (Cost Center or WBS element)

Resource Manager

\_\_\_\_\_  
Date, Signature Resource Manager

### 4. Original Request Form Must be Returned to Employee

Please **only send one copy** of the approved work-related request form to Team Dienstreisen (staff code -731-) via fax: +49 40 4279-77389; or via email to

[reisen.uhh@uni-hamburg.de](mailto:reisen.uhh@uni-hamburg.de)

#### Information for Travelers:

Pursuant to § 3(5) of the Hamburg Travel Expenses Act (HmbRKG), expenses must be claimed either **in writing** or electronically **within six months** in order to receive a reimbursement. Please note the information on business trips in the Staff Service Portal.

Travel, which is undertaken exclusively for work-related continuing education courses or seminars, is work-related travel.

**Expenses for accommodations:** Hotel expenses that exceed approved room rate limits for each night at specified locations must be justified at the latest when expenses are claimed. A failure to supply any justification will result in expenses being reimbursed only at legally applicable standard rates for each required overnight stay.

**Expenses for train travel:** Generally only the costs for second-class train tickets will be reimbursed. If any fare reductions are available, these must be used.

**Expenses for air travel:** Only economy class tickets will be reimbursed for domestic flights within Germany or the European Union. Economy or business class tickets will be reimbursed for intercontinental flights.

**Motor vehicle reimbursement allowance:** For a compelling reason / material business purpose, a larger motor vehicle reimbursement allowance measured at EUR 0.30 per km will be permitted for the use of an employee's own vehicle for travel. An explanation justifying the receipt of the larger motor vehicle reimbursement allowance must be submitted at the latest when expenses are claimed.

**Rental car / Taxi:** In order to receive reimbursement of these expenses a compelling reason for the use of a rental car or taxi must be specified in the expense claim form.