



You will find general information and procedural tips about work-related travel on Universität Hamburg's [Homepage](#)

Work-Related Travel Request Form

(Professors please use the work-related travel report form)

| | | |
|--|---|---------------------------|
| Last Name, First Name | | Staff Number (ID): |
| Residential Address: | | |
| Work Address (Faculty, Department, Institute or Chair / Dept., Section / Central Facilities): | | |
| Office Email Address: | Office Telephone Number: | |
| Only fill in this information if you are requesting an advance on expenses! | | |
| IBAN: | BIC: | |
| 1. Information About Work-Related Travel | | |
| Reason for Travel (For conferences, please enclose the program; for invitations, please enclose a copy of the invitation; attendance at an EU conference, giving a presentation, etc.) | | |
| Business Locations / Travel Destinations (City and Country) | | |
| Travel Dates (to the extent known/planned) | | |
| Departure Date / Begin of Work-Related Travel | Date: | |
| Anticipated Return / End of Work-Related Travel | Date: | |
| 2. Information About Requested Funding | | |
| Estimated travel expenses will amount to approx. | | |
| <input type="checkbox"/> I request approval and funding for work-related travel. | | |
| <input type="checkbox"/> I request approval and partial funding for work-related travel in the amount of: | | |
| <input type="checkbox"/> A third-party will provide financial assistance totaling | to be paid - <input type="checkbox"/> directly to me. - <input type="checkbox"/> to Universität Hamburg. | |
| <input type="checkbox"/> I request an advance, because the estimated expenses will amount to more than EUR 200. | | |
| <input type="checkbox"/> I request approval for work-related travel and waive the reimbursement of travel expenses by Universität Hamburg. | | |
| I acknowledge that an expense claim form for a reimbursement of travel expenses incurred must be submitted within six months. | Travel is necessitated for work-related reasons and is approved. | |
| _____ | _____ | |
| Date / Employee's Signature | Date / Superior's Signature | |

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 _____

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

Signature

Name in Block Letters _____

4. Original Request Form Must be Returned to Employee

Please **only send a copy** of the approved work-related request form to Team Dienstreisen (staff code -741-) via fax: +49 40 4279-77389; or via email to

Reisemanagement@verw.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 follow the directions contained in the guidelines for work-related travel. A failure to follow these directions can affect the amount of expenses, which are reimbursed (e.g., failure to utilize corporate customer discounts for train travel).

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: e.g., budget prices or corporate customer discount fares offered by the train company (Bahn Corporate).

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.