



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 <small>(For conferences, please enclose the program; for invitations, please enclose a copy of the invitation; attendance at an EU conference, giving a presentation, etc.)</small>			
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:	
Expenses for overnight stays (to the extent known/planned)			
Do the expenses for overnight stays exceed the allowed rate? <small>(85 € incl. breakfast for domestic travel, see ARVVwV for travel abroad)</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Justification:			
Means of Transportation			
<input type="checkbox"/> Public Transport		Do you own a BahnCard? <input type="checkbox"/> None	
		<input type="checkbox"/> BC Business 25 <input type="checkbox"/> BC Business 50	
		<input type="checkbox"/> private BC 25 <input type="checkbox"/> private BC 50 <input type="checkbox"/> private BC 100	
		Do you own an HVV season or job ticket? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Airplane		Reason for use <input type="checkbox"/> business needs <input type="checkbox"/> economic reasons	
<input type="checkbox"/> private car		<input type="checkbox"/> use for a material business purpose <input type="checkbox"/> lack of connection by public transport <input type="checkbox"/> transportation of heavy items <input type="checkbox"/> significantly more time needed by use of public transport <input type="checkbox"/> other reasons (please attach justification) <input type="checkbox"/> no material business purpose for use of private car	

2. Information About Requested Funding

Estimated travel expenses will amount to approx.

- I request approval and funding for work-related travel.
- I request approval and partial funding for work-related travel in the amount of:
- A third-party will provide financial assistance totaling _____ to be paid - directly to me.
- to Universität Hamburg.
- I request an advance, because the estimated expenses will amount to more than EUR 200.
- 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 (i.e. Quantum Universe Office)

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 -731-) via fax: +49 40 4279-77389; or via email to

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 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.

Team Dienstreisen -731-