

Info sheet on travel expenses

General

Before each work trip, you must apply for **permission to travel** using a form. This must be fully filled-out and signed.

Non-academic staff should obtain permission from Department of Human Resources and Organisation. Academic staff should contact their faculty. Guests and professors who have already been granted **general permission to travel** will only need the form '**Supplementary Details**'. This must also be fully filled-out and signed.

Staff of Bielefeld University can claim advance payment if travel costs are expected to exceed €200.

Please submit the documentation of your travel expenses shortly after your work trip has ended, and **within 6 months at the latest (this is the cut off period)**.

We count the date it arrives at the University's central post centre or at Department of Human Resources and Organisation. This is not the date it is handed in to the faculty or the date the form is signed.

You can find all forms on the **homepage** of Department of Human Resources and Organisation or at the following:

<http://www.uni-bielefeld.de/reisekosten>

Travel expenses

The University encourages its staff to take advantage of public transport. We reimburse expenses only in the standard class of travel.

- Train (second class) including seat reservation
- Tram, bus etc
- Aeroplane (economy class) on trips taken abroad

We can only reimburse first class train travel when the journey lasts around **three hours** and there is **limited seating capacity**.

As a major customer, the University gets a 5 % discount with the German train company Deutsche Bahn. Please take advantage of this discount when buying tickets for your **work trip** by quoting the University's customer number (BMIS customer number).

University staff may also purchase **train tickets** through a business credit card on the University's account. More information on this is available on the homepage or at your faculty/institution.

We reimburse the purchase of a '**Bahncard**' (railcard) if this is economically efficient for work trips. As a rule, the only available option is to buy the '**Bahncard Business**' railcard (and no longer the regular/private railcards). This is because as a major customer we only receive the current 5 % discount on this type of card. Reimbursement of private railcards will be considered in exceptional cases, however, if this makes the most economic sense (e.g. due to the higher cost of the 'Bahncard Business'.) Even if the reimbursement of a 'private railcard' is ruled out, it should still be used for work travel.

If you use a **taxi** service, you need to justify this (e.g. lack of public transport opportunities, extensive baggage, several passengers, lack of time).

Car hire must also be justified. The University usually comes to a special agreement with a car hire firm, including the provision of vouchers. These vouchers can be obtained from the Travel and Expenses Office on presentation of a permission to travel form at Department of Human Resources and Organisation.

If you have a valid reason for using a **private car** (e.g. extensive luggage, several passengers) then you may claim a higher rate for each kilometre driven on a work trip. If no valid reason is given, then you will receive the lower rate of reimbursement per kilometre. If you take passengers who are also on a work trip or heavy luggage (over 40 kg) in a private car then the University pays an additional allowance. The current rates for allowances for kilometres driven and passenger/baggage are listed on the homepage.

Accommodation

Overnight stays in German cities (population over 100,000) are reimbursed up to €80.00 and in other cities (under 100,000) up to €50.00. Costs exceeding this limit must be justified (e.g. cheaper hotels booked out, large conference or trade fair taking place in the respective city).

There is a standard reimbursement of €20.00 for necessary overnight stays without proof of costs.

Overnight **stays abroad** are reimbursed at rates that are specific to each country (see homepage: List of daily and overnight rates for stays abroad).

Breakfast itemised on the hotel bill will only be reimbursed if the bill is made out to Bielefeld University. If the cost of breakfast is over €10.00, this needs to be justified.

Daily Allowance

There is a daily allowance for meal expenses during your work trip (above 8 hours), unless you explicitly choose not to claim it. For this reason, **receipts for meal expenses** (restaurant bills, conference dinners) **will not be reimbursed**. If meals are provided free of charge on your work trip, then the daily allowance will be reduced accordingly.

Additional Expenses

The following items can be reimbursed e.g.

- Conference fees (without conference dinners, social evenings, meals)
- Entry fees
- Fees for visa and passport, postage
- Telephone, internet (stating official work purpose)
- Parking fees (including a valid reason for using a private car)
- Necessary vaccinations.

The following will not be reimbursed:

- Travel insurance covering accident, illness or trip cancellation
- Loss of money through the exchange rate