

Forms for (business) travel: Which box should I choose?

Disclaimer: This guide was made regarding travel administrated through *Geschäftsstelle für Verbundprojekte*. It's meant as an unofficial guide: Final decisions and rules are made by the travel department (Reisekostenstelle) only.

Antrag auf Genehmigung einer	<input type="checkbox"/> Dienstreise	<input type="checkbox"/> Aus- und Fortbildungsreise	<input type="checkbox"/> Reise Externe/r
Application for approval of	<input type="checkbox"/> business trip	<input type="checkbox"/> training/course	<input type="checkbox"/> trip for no-employees

I am employed by the FU. I receive a scholarship from FU, or work for a different institution.

Option "Aus- und Fortbildungsreise" applies only to travel funded through internal funds (Haushaltsmittel) and then only in special situations.

4. Reisekosten	
2 Reisekostenvergütung <small>(die beantragte Reise ist aus dienstlichen Gründen zwingend erforderlich)</small>	<input type="checkbox"/> pauschale Erstattung für Aus-/Fortbildungsreise
3 Auf Reisekosten wird verzichtet	<input type="checkbox"/> Reisekosten werden von dritter Seite erstattet voraussichtlich in Höhe von Euro <input type="text"/>
<input type="checkbox"/> Auf Reisekosten wird teilweise verzichtet bei	<input type="checkbox"/> Beförderung <input type="checkbox"/> Unterkunft <input type="checkbox"/> Tagegeld
Voraussichtlich entstehende Kosten (An- und Abreise, Übernachtung, ggf. Tagungsgebühren und Nebenkosten) in Höhe von Euro: <input type="text" value="1"/>	
4. Travel costs	
2 Travel allowance <small>(the trip is mandatory for business reasons)</small>	<input type="checkbox"/> Lump sum refund for training/course
3 Travel costs are waived	<input type="checkbox"/> Travel costs will be refunded by a third party Estimated amount in Euro <input type="text"/>
<input type="checkbox"/> Travel costs are waived in part for	<input type="checkbox"/> Transport <input type="checkbox"/> Accommodation <input type="checkbox"/> daily allowance
Estimated costs (arrival, departure, accommodation, registration fees und additional costs) in Euros: <input type="text" value="1"/>	

We are interested in an estimate of how much we will need to reimburse you. Therefore, the most important box to fill in is **1**. Please don't include daily allowances (Tagegeld) in your estimate, we will add that.

Assuming you would like to be reimbursed for everything that's possible, check **2** only. If that ends up being 0€ (because you are reimbursed from someone else, because attendance is free, ...), indicate that in **1**. After travelling, when you hand in the reimbursement form (Reisekostenabrechnung), please explain the details.

If you already know you don't want any money, check **3**, but please add a small note that you really mean that.

The other options apply only in special cases.

Boxes with opposing/excluding options, for example:

Was the trip connected with a private stay or vacation? Yes No

If yes --> Vacation destination from to

I. Arrival

Start of travel (date) at (time) From home From work from other location

Which box do you check? At least one!

Also, many boxes include a "if yes, then" option. Please remember to fill that in if you check "yes".

Travel reimbursement / Reisekostenabrechnung:

Übernachtung

Im Zusammenhang mit der Reise erhielt ich kostenlose Übernachtung Nein Ja am
 Privatunterkunft Dritte Seite

Overnight accommodations

I received overnight accommodations free of charge in connection with this trip No Yes on the
 Private accommodations Third party

Did you? Check yes and add the dates.

Why was it free?

You stayed with a friend or family, you own an apartment there, etc.

→ Privatunterkunft / private accommodations

Someone else paid for you or reimbursed you (e.g. the organizers) or you were invited to stay in university housing (or similar). Please add notes if you need to!

→ Dritte Seite / third party

There are boxes that should be added? Let me know! jana.jerosch@fu-berlin.de