

Translation of

Merkblatt Dienstreisen

Combining business travel with private vacation

I. Calculation of travel reimbursement regarding combination with private vacation of less than 5 working days

(Addendum= this includes those with exactly 5 working days)

If you combine your business travel with private vacation, in accordance with § 13 Bundesreisekostengesetz (federal law regarding business travel, BRKG) the reimbursement will be calculated as if only the business travel had taken place. In that case, the total reimbursement may not exceed expenses claimed due to the actual travel.

If a private vacation is taken, it is **mandatory** to present a **price comparison** for the **travel costs directly necessary for the business part** of the trip. The price comparison needs to show hypothetical costs for direct journey (there and back, route: residence or place of employment - place of business). The price comparison needs to be done on the same day the actual tickets are booked.

Example:

A business traveler attends a conference in Hamburg from 12.06.17 to 13.06.17. After the end of the conference (end of business activity), she travels on to Bremen for vacation, from where she travels back to Berlin on 16.06.17. She takes the train.

Reimbursed for the trip can only be the costs of travel directly occurring because of the business activity. In this case, that is only the direct route between Hamburg and Berlin for both ways.

The following documents need to be handed in in addition to the travel expense statement:

1. Tickets and proof of purchase (bank statement, etc.) of the actually occurred travel costs (route: Berlin-Hamburg-Bremen-Berlin)
2. Price comparison, taken out at same time as booking of tickets (route Berlin-Hamburg-Berlin)

(Addendum: as if private vacation didn't take place, so hypothetical travel back on 13.06.17)

For the example above, the actual costs amounted to 120,00€. The price comparison for the travel necessary only for business reasons (Berlin-Hamburg-Berlin) amounted to 80,00€. Therefore, only 80,00€ were reimbursed.

II. Calculation of travel reimbursement regarding combination with private vacation of more than 5 working days

If the private vacation is longer than 5 working days, there is **no entitlement to reimbursement of costs for travel** there and back. Potentially, this could lead to significant financial disadvantages, as only the costs directly related to business activity (daily allowances, cost for accommodation, conference fees, local transport) can be reimbursed.

Example 1:

A business traveler attends to official business in Bonn from Monday, 12.06.17, 10:00h, to Thursday, 15.06.17, 20:00h. He then stays in Bonn for private reasons from Friday, 16.06.17, to Sunday, 25.06.17, on which he travels back to Berlin.

First, the hypothetical travel itinerary of only business travel needs to be established. Because the travel back to Berlin could not reasonably be done on Thursday, 15.06.17 (arrival back in residence not possible before 23:00h), date of travel back is assumed to be Friday, 16.06.17. The counting of vacation days taken with the business travel therefore starts on Monday, 19.06.17, because the weekend does not count towards vacation days taken in combination with business travel. Since the actual travel back took place on Sunday, 25.06.17, the traveler took 5 vacation days, Monday through Friday of the second week. The travel costs there and back can therefore be reimbursed.

(Addendum: A price comparison between potential date of travel back (16.06.17) and actual date of travel back (25.06.17) needs to be attached as described above).

Example 2:

An employee is attending a business-related workshop in London. The business activity starts on Monday, 08.05.17 at 12:30h. The employee takes a plane early that same day. The business activity ends on Wednesday, 10.05.17 at 18:00h. The employee stays in London for private vacation from Thursday, 11.05.17, to Friday, 19.05.17, and travels back late on 19.05.17.

Considering only the business activity, travel days could have been Monday, 08.05.17, and Thursday, 11.05.17. The counting of vacation days therefore starts on Friday, 12.05.17. With the travel back on the next Friday, 19.05.17, this amounts to a total of 6 vacation days.

The business travel was therefore combined with more than 5 vacation days. The costs of travel to and from London are accordingly considered private, and, in accordance with federal law, cannot be reimbursed (this includes flight tickets, train/bus tickets to/from airport or airport shuttles). Only travel costs directly related to business activity (route: place of accommodation and business location in London) can be reimbursed. Additionally, daily allowances and accommodation costs are granted for the period Monday, 08.05.17, through Thursday, 11.05.17, if legal requirements are met.

For questions, please contact the travel department at reisekostenstelle@fu-berlin.de or via phone at 838-50711.

This is only a translation, in case of uncertainty, please refer to the German original.