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.

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 (Haushalts-mittel) and then only in special situations.

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? <u>At least one!</u>

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

<u>Did you? Check yes and add the dates.</u>

<u>Why was it free?</u>

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

→ Privatunterkunft / private accommodations

Someone else payed 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