

Before you travel

- If you go abroad – fill in „Entsendung“ „secondment“ (not for Germany)
4-6 weeks in advance
 - different forms for EU and non EU
 - send
 - # with a Hauspost-Envelope (you find at our mailboxes, pigeon hole bottom right)
 - # to your person in charge in the personnel department
 - Mrs. Riescher - if your last name starts with A to Ha
 - Mrs. Speier – He to Z
 - # Address is Personalabteilung, name person in Charge, ZV, Wilhelmstr. 5
 - # envelope please in „Postausgang“, corridor with mailboxes next to restrooms
- Travel application – as usual
- If you paid or have to pay a lot of money for a trip in the further future – you can get money before you start
- Heike's webpage offers downloads www.tat.physik.uni-tuebingen.de/~fricke/

Travel expenses form

EBERHARD KARLS UNIVERSITÄT TüBINGEN

Travel Expenses Claim Form
Year: _____

The personal data required for reimbursement of travel expenses are stored in accordance with the state of Baden-Württemberg data protection law.

Family name, given name(s) of claimant _____ Title _____ Place of work (office, institute) _____ Work telephone _____

Work address _____ Work address outside Tübingen? if yes, where: _____ no _____ Private address (street, town) _____ other, second residence? if yes, where: _____

Regular employee / Beamte Uni Tübingen retired Trainee External guest/ student/ doctoral candidate Intern / trainee teacher Associate lecturer Attached is the approved travel application form approved on _____

I request bank transf. _____ IBAN _____ BIC _____

Acct. assignment object (required): Cost center with fund OR WBS element OR Internal order:

Cost center (if applicable)	Fund (if applicable)	WBS element / project (if applicable)	Internal order (if applicable)
			8

Start of travel Date: _____ Time: _____ Start of business Date: _____ Time: _____ End of business Date: _____ Time: _____ End of travel Date: _____ Time: _____

from: _____ to: _____ from: _____ to: _____

Daily return? no yes – for each day, list start/end of business travel (below)!

Your own car? total distance (km): _____ Name, place of work of accompanying travelers and no. of km they traveled with you _____

Your main mode of transport: Train other form of transport Hire car (private use prohibited)

For travel outside the eurozone, please enter amounts in the relevant currency: Public transport Flight(s) Company vehicle Taxi (receipt and explanatory statement): _____ Other _____

Accommodation expenses (receipt) breakfast Lump sum for nights (private accommodation, e.g., with relatives or friends) _____

Free accommodation on (date) _____ provided by third party paid for by colleague(s) included in conference fee or similar _____

Reason for accommodation expenses above €80 per night: _____

Advance payments/ payments already made by the University: € _____

Want per diem benefit? no yes - you must answer 'benefits provided by third party' below

Benefits provided by third party (free meals, e.g., during travel, included with accommodation)

Travel outside Germany: Place, date and time of each border crossing	Free meals provided as part of the business travel (also in flight / included in conference fees) or free accommodation? (breakfast, lunch, evening meal, accommodation) <input type="checkbox"/> None <input type="checkbox"/> Yes (specify - see below)	Did you receive a fee in connection with this travel? <input type="checkbox"/> Yes (amount) € _____
Outgoing	Date: _____ Time: _____	Did you receive a lump sum travel payment in connection with this travel? <input type="checkbox"/> Yes
Return	Date: _____ Time: _____	Did you receive travel expenses (Reisebeihilfe)? <input type="checkbox"/> Yes (amount) € _____

Give details (Journey taken, daily return, date, time; on a separate sheet if needed):

I confirm that the information given on this form is correct. Endorsement: _____

Date: signature of applicant _____ Date: signature of University institute or project director _____

12/2018

Download

<https://uni-tuebingen.de/de/361>

Dienstreisen, Exkursionen und Reisekosten

Formulare und Hinweise für Dienstreisen und Reisekostenabrechnungen

Dienstreisegenehmigung (Antrag)

[pdf](#)

[doc](#)

Application for approval of business travel (engl. Version)

[pdf](#)

[doc](#)

Leitfaden für Genehmiger und Genehmigerinnen

[pdf](#)

Forderungsnachweis für Fahrtkosten

[pdf](#)

[doc](#)

Travel expenses claim form

[pdf](#)

[doc](#)

Reisekostenrechnung

[pdf](#)

[doc](#)

Travel Expenses Claim Form (engl. Version)

[pdf](#)

[doc](#)

Liste der Hotels, die Sonderpreise Dienstreisenden anbieten

[xls](#)

Musterschreiben Fluggastentschädigung

[pdf](#)



Explanatory notes from the University Tübingen – available only in german

<https://uni-tuebingen.de/en/facilities/administration/iv-personal-und-innere-dienste/abteilung-1/sachgebiet-2/dienstreisen-reisekosten-exkursionen-alt/dienstreisen/#c92900>

Upper part

EBERHARD KARLS
UNIVERSITÄT
TÜBINGEN



Travel Expenses Claim Form

Year: 2019

The personal data required for reimbursement of travel expenses are stored in accordance with the state of Baden-Württemberg data protection law.

Family name, given name(s) of claimant Müller, Hugo		Title	Place of work (office, institute) Computational Physics	Work telephone 77624
Work address Morgenstelle10,Tü	Work address outside Tübingen? <input type="checkbox"/> if yes, where:	<input checked="" type="checkbox"/> no	Private address (street, town) Killer 70, 72116 Mössingen	other, second residence? <input type="checkbox"/> if yes, where:
Regular employee / Beamte Uni Tübingen <input checked="" type="checkbox"/> retired <input type="checkbox"/> Trainee <input type="checkbox"/> External guest/ student/ doctoral candidate <input type="checkbox"/> Intern / trainee teacher <input type="checkbox"/> Associate lecturer <input type="checkbox"/>			Attached is the approved travel application form approved on Who will pay for the travel? f.e.: DFG Maria please check	
I request <input checked="" type="checkbox"/> bank transf.	IBAN Mine is..... 😊		BIC Foreign accounts only	
Acct. assignment object (required) Cost center with fund OR WBS element OR internal order:				
Cost center (7 characters)	Fund (4 characters)	WBS element / project (funded program) (10 characters)		Internal order (funded program) (10 characters)
Leave empty	leave empty	leave empty		8 leave empty

„normal“ case - directly

Start of travel Date: 15.09.2019 Time: 13:30 Uhr (not am/pm) from: Tübingen to: Stockholm		Start of business Date: 16.09.2019 Time: 9:30 Uhr		End of business Date: 21.09.2019 Time: 15:30 Uhr		End of travel Date: 21.09.2019 Time: 21:30 Uhr from: Stockholm to: Tübingen	
Daily return?		<input checked="" type="checkbox"/> no		<input type="checkbox"/> yes – for each day, list start/end of business travel (below) !			
Own car?		total distance (km): 156 km		Name, place of work of accompanying travelers <u>and</u> no. of km they traveled with you Heinz Müller, CPT, 140 km; Gerhard Schulze, Physikal. Institut, 156 km			
<input checked="" type="checkbox"/>							

Always check with your boss - in advance!

expenses

Your expenses, receipts: (For travel outside the eurozone, please enter amounts in the relevant currency.)	<input checked="" type="checkbox"/> Train Xxx €/SWK ... ①	<input type="checkbox"/> other form of transport <input type="checkbox"/> Hire car (private use prohibited)	
	<input checked="" type="checkbox"/> Public transport Xxx € + xxx HRK...	<input checked="" type="checkbox"/> Flight(s) 546,78€	<input type="checkbox"/> Company vehicle
	<input checked="" type="checkbox"/> Taxi (receipt and explanatory statement):	② always needs explanation – „no busses at that time available“	
	<input checked="" type="checkbox"/> Incidental expenses Conference fee x€	③ If the conference fee includes a meal...	<input type="checkbox"/> Other
	<input checked="" type="checkbox"/> Accommodation expenses (receipt) 259,67 €	<input checked="" type="checkbox"/> breakfast	
	Lump sum for nights (private accommodation, e.g., with relatives or friends)	Lump sum is 20€/night ⑤	
Free accommodation on (date)	<input type="checkbox"/> provided by third party	<input checked="" type="checkbox"/> paid for by colleague(s) If you share a room	<input type="checkbox"/> included in conference fee or similar
Reason for accommodation expenses above €80 per night: “single room in this hotel costs in january 60€, march till june 125€” or “this was the cheapest available room at booking time”			

- ① For every trip longer than 100 kilometers (google maps) feel free to book first class
- ② „it seemed to be a dangerous area“, „I was injured“ Be creative!
- ③ this has to be justified, „scientific talks with colleagues during the conference dinner“
- ④ add cost for bank transfer
- ⑤ difficult, if you have private nights and hotel in one travel. See extra sheet

Lower part

Advance payments/ payments already made by the University: XXX €									
Want per diem benefit?		<input type="checkbox"/> no		<input checked="" type="checkbox"/> yes - you must answer "benefits provided by third party" below!					
Benefits provided by third party (free meals, e.g. during travel, included with accommodation)									
Travel outside Germany: Place, date and time of each border crossing				Free meals provided as part of the business travel (also in flight / included in conference fees) or free accommodation?: (F=breakfast; M=lunch; A=evening meal; Ü=accommodation) <input type="checkbox"/> None <input checked="" type="checkbox"/> Yes (specify - see below)			Did you receive a fee in connection with this travel? <input type="checkbox"/> Yes (amount): €		
	Located in	Date:	Time:	Date	F	M	A	Ü=over-night	Did you receive a lump sum travel payment in connection with this travel? <input type="checkbox"/> Yes
Out-going	Singapur	Landing time		Outward flight 15.9.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did you receive travel expenses (Reisebeihilfe)? <input type="checkbox"/> Yes (amount): €
	Sydney	Landing time		Return flight 21.9.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Return	Stuttgart	Landing time		16.-21.9.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Give details (Journey taken, daily return, date, time; on a separate sheet if needed): If needed – additional information on free meals, „costs for 2 nights are paid for by XYZ“ Please don't „This is a very nice city and the hotel is lovely.... „								f.e. if conference fee includes accomodation	
I confirm that the information given on this form is correct. 24.12.2019					Endorsement:				
Date/ signature of applicant					Date/ signature of University institute or project director				

Expenses - specials – full board (f.e. Ringberg Tegernsee)

Start of travel Date: <input type="text"/> Time: <input type="text"/>		Start of business Date: <input type="text"/> Time: <input type="text"/>		End of business Date: <input type="text"/> Time: <input type="text"/>		End of travel Date: <input type="text"/> Time: <input type="text"/>	
from: <input type="text"/> to: <input type="text"/>						from: <input type="text"/> to: <input type="text"/>	
Daily return?		<input type="checkbox"/> no		<input type="checkbox"/> yes – for each day; list start/end of business travel (below)!			
Your own car? <input type="checkbox"/> total distance (km): <input type="text"/>		Name, place of work of accompanying travelers and no. of km they traveled with you <input type="text"/>					
Your expenses, receipts, (For travel outside the eurozone, please enter amounts in the relevant currency.)	<input checked="" type="checkbox"/> Train <input type="text"/> SWK		<input type="checkbox"/> other form of transport <input type="text"/>				
	<input checked="" type="checkbox"/> Public transport <input type="text"/>		<input checked="" type="checkbox"/> Flight(s) <input type="text"/>		<input type="checkbox"/> Company vehicle		
	<input type="checkbox"/> Taxi (receipt and explanatory statement): <input type="text"/>						
	<input checked="" type="checkbox"/> Incidental expenses: conference fee 61,88€ + VP:		<input type="checkbox"/> Other <input type="text"/>				
	<input checked="" type="checkbox"/> Accommodation expenses (receipt): 444,36 €		<input checked="" type="checkbox"/> breakfast				
Lump sum for <input type="text"/> nights (private accommodation, e.g., with relatives or friends)							
Free accommodation on (date): 16.9.-21.9.2019		<input type="checkbox"/> provided by third party		<input type="checkbox"/> paid for by colleague(s)		<input checked="" type="checkbox"/> included in conference fee or similar	
Reason for accommodation expenses above fee per night: <input type="text"/>							

MAX - PLANCK - GESELLSCHAFT
TAGUNGSSTÄTTE SCHLOSS RINGBERG



Schloss 20
83708 Kreuth
Tel. 08922 2790
Fax 08922 279 259
ringberg@tag.mpg.de
www.schloss-ringberg.de

Das Schloss w.o. 10

Das Schloss w.o. 10

1 x Accommodation: 17,00 €	239,68 €
1 x Breakfast: 12,00 €	42,84 €
1 x Lunch: 12,50 €	65,60 €
1 x Conference Fee: 61,88 €	61,88 €
1 x Dinner: 12,50 €	76,16 €
Total:	506,24 €
Währung:	€
Netto:	452,10 €
Netto:	2,60 €
Master Card:	506,24 €

IM-IZ-Nr:
DE 12 854 7720

Travel with turn off....

Please note by hand:

Start of travel Date: 15.09.2019 Time: 13:30 Uhr (not am/pm) from: Tübingen to: Stockholm		Start of business Date: 16.09.2019 Time: 9:30 Uhr		End of business Date: 21.09.2019 Time: 15:30 Uhr		End of travel Date: 23.09.2019 Time: 20:00 Uhr from: Gothenburg to: Tübingen	
Daily return?		<input type="checkbox"/> no		<input type="checkbox"/> yes – for each day, list start/end of business travel (below) !			
Own car? <input type="checkbox"/>		total distance (km): [redacted]		Name, place of work of accompanying travelers <u>and</u> no. of km they traveled with you [redacted]			

fiktiv
21.9.
21:30

1. You don't come back after end of business – when would you be back if you would travel directly?
- diem benefit will be paid till 21.09., 21:30 Uhr
2. **By the time** you book the travels to Stockholm and from Gothenburg to Tü you have to check the costs for both travels – the costs for the trip Stockholm-Tübingen will be taken over for the traveldate **21.09.!**
make sure you have a printout for both trips with the date and add it to the travel expenses with an explaining sentence! „fiktive Kosten für den Rückflug Stockholm-Stuttgart am 21.9.“
3. Of course the university doesn't pay for the trip from Stockholm to Gothenburg

Lump sum –

overnights private and hotel accomodation in one trip

Not to explain, therefore examples

5 nights, 4 private + 1 night in hotel, costs for hotel = 80 €

lump sum for all 5 nights would be 100 € - is more than the hotel costs → you will get 100 € reimbursed

5 nights, 4 private + 1 night in hotel, costs for hotel = 120 €

lump sum for all 5 nights would be 100 € - is less than the hotel costs → you will get 120 € reimbursed

2 nights, 1 private + 1 night in hotel, costs for hotel = 25 €

lump sum for all 2 nights would be 40 € - is more than the hotel costs → you will get 40 € reimbursed

If you bring a present with you for the private night(s) you will also be reimbursed for that. Please note f.e. „Gastgeschenk Blumen 15, 90€“ or „Gastgeschenk Essenseinladung 23,90€“.

Documents needed

- Dienstreiseantrag/travel application + conference programm
 - Bahn/train travel documents – if you buy a bahncard the university reimburses you the costs, but only with the trip it paid off (list with done travels is needed)
 - Public transport
 - o Tü to airport Stuttgart
 - o Airport Stockholm to hotel
 - o Hotel to conference
 - o Hotel/conference to Airport Stockholm
 - o Airport Stuttgart to Tübingen/ residence
- Add up – seperate for each currency (no currency conversion needed)

..... Documents needed

- Flight – the bill as well as the boarding pass (as proof you really travelled)
- Taxi – please explain
- Incidental expenses
 - o Conference fee
 - o Luggage keeping
 - o Visitors tax (Amsterdam: city tax)
 - o Parking fees
- Accommodation –
please make sure the address is „University of Tübingen“, guest-name xxx
- Guest present for private nights
- If a list is needed – [do so](#) or [so](#)

At the end....

- Please double-side copy all documents in case of check back from Mrs. Schulz – her phone number is 72939
- Keep the copies
- Send the original documents via Hauspost (envelopes at our mailboxes, pigeon hole bottom right) to „Frau Schulz, Dienstreisen, ZV“
- Please put the envelope to the Postausgang (corridor with mailboxes next to the restrooms, pigeon hole bottom right)
- If the documents come back with a document [like this](#) everything is fine, you know the „Auszahlungsbetrag“=the money you will get
- please pass the original documents + copies to Heike or Maria
- Travel expenses have to be done within **6 months**
- Fill in as much as possible via PC – or make sure someone else can read it

Generals

- Somebody sits there, only doing travel expenses, rules and regulations and 30 years of experience
- With the travel expenses form try to explain
 - ✓ where did you go to
 - ✓ at what time
 - if a list is needed please do so
- Every expenses need to be proven
- Don't explain things that are not there
„XY drove us from MPI to mainstation“ – if you don't have a ticket for that trip nobody asks for it
- „I left home 10 min earlier cause I got something from bakery“
– who cares? 😊
- English is ok – but keep it easy, no novels

Details Reise Colleague, 01.07.-05.08.2018, Windermere - Pasadena - Ensenada

Datum	Preis/€	Kat.	
01.07.2018	7,15	ÖPNV	TÜ-Leinfelden
01.07.2018	4,2	ÖPNV	Echterd.-Stgt.Hauptbahnhof
01.07.2018	33,9	Zug	Stgt.Hauptbahnhof-Frankfurt Flughafen
01.07.2018	350,91	Flug	Frankfurt-Manchester
01.07.2018	31,12	Zug	Flughafen Manchester-Windermere
01.07.2018	1090,81	Hotel	Tagungshotel+ Konferenzgebühren
06.07.2018	18,52	Zug	Windermere- Flughafen Manchester
06.07.2018	553,65	Flug	Manchester-Boston-Philadelphia
11.07.2018	1012,87	Auto mieten	Los Angeles Airport
14.07.2018	102,54	Hotel	ÜN Pasadena
15.-19.7.2018	1003,22	Hotel	Ensenada
04.08.2018	254,38	Konferenzgeb. (Hote	Ensenada
05.08.2018	0	Flug 750 €?	Nashville-Stgt
	7,15	ÖPNV	Leinfelden-TÜ
Summen	18,5	ÖPNV	
	83,54	Zug	
	904,56	Flug	
	2450,95	Hotel+Konferenzgebühren	
	1012,87	Auto mieten	
Summe gesamt	4470,42	' +750€?	

Liebe Frau Schulz,
leider hat H. XY versäumt, beim Buchen des Hinflugs gleich zu schauen, was ein Rückflug direkt von Los Angeles nach Stuttgart gekostet hätte. Daher die Kosten für den tatsächlichen Flug Nashville - Stuttgart anbei (1150,92€).
Meine kurze Recherche ergab, daß Flüge von Los Angeles aus ca 2/3 der Flugkosten von Nashville - Stuttgart kosten. Das ist zwar verwunderlich weil man von Los Angeles schon fast 4 Stunden fliegt bis Nashville (und dort eh vorbei muss auf dem Weg nach Stuttgart), aber Los Angeles ist vermutlich ein viel größerer Flughafen und hat mehr und damit wohl günstigere Angebote. Wären daher 750€ pauschal ok?
Der Mietwagen wurde zusammen von den Herren XY und AB genutzt, dies war der günstigste, kürzeste und einfachste Weg zum Tagungsort.
Grüß MM

Example for a list travel details (page 11)

~~Collegium Nice, Court Physics, Auf der Morgenstelle 10~~

Tübingen, den 28.01.2019

„MPIA Heidelberg, Bern und ETH Zürich“
Ende Oktober 2018: Reiseverlauf

Fahrt 1: Tübingen–Heidelberg am 23. Oktober 2018

Abfahrt um 06.15 Uhr von zuhause

Gesamtpreis für Mitfahrer und mich: 52,30 €. Mitfahrer: Herr Yoga; sein Teil wurde schon abgerechnet. Nur ich war im Besitz einer BC25
→ $52,30 \cdot (1+0,75) \times 0,75 = 22,41 \text{ €}$ (mein Anteil)

ÖPNV-Fahrten in Heidelberg am 23.10.2018

Vom Hbf zum MPIA und dann vom MPIA zum Hbf *): $2,00 + 1,40 = 3,40 \text{ €}$

*) Rückfahrt günstiger, weil eine Strecke zu Fuß

Fahrt 2: Heidelberg–Bern (CH) am 23. Oktober 2018

Grenzübergang gegen 21.40 Uhr in Basel

Wieder mit Herrn Yoga. Gesamtpreis: 100,20 €
→ $100,20 \cdot (1+0,75) \times 0,75 = 42,94 \text{ €}$ (mein Anteil)

Hotel in Bern vom 23. bis zum 25. Oktober 2018

Zwei Nächte: 92,00 CHF inkl. Frühstück

Seite 1 von 2

~~Collegium Nice, Court Physics, Auf der Morgenstelle 10~~

Fahrt 3: Bern–Zürich (CH) am 25. Oktober

51,00 CHF. Genaues Datum nicht mehr einfach zu ermitteln aber der 22.10.2018 ist wahrscheinlich.

ÖPNV-Fahrten in Zürich am 25.10.2018

Zur Veranstaltung und zurück): 2 von einer 6er-Streifenkarte: $2/6 \times 23,80 \text{ CHF} = 7,93 \text{ CHF}$. Ich behalte das Original da noch drei Fahrten darauf sind.

Fahrt 4: Zürich–Tübingen am 25. Oktober 2018

Fahrt um 19.35 Uhr

28,80 €

Grenzübergang gegen 20.15 Uhr in Schaffhausen

Ankunft in Tübingen um 23.24 Uhr. In der Wohnung gegen 23.55 Uhr.

Zusammenfassung

Bahn: $22,41\text{€} + 42,94\text{€} + 28,80\text{€} = 94,15 \text{ €}$

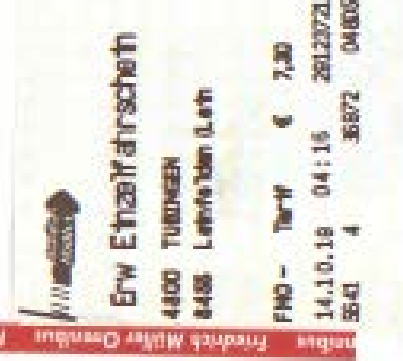
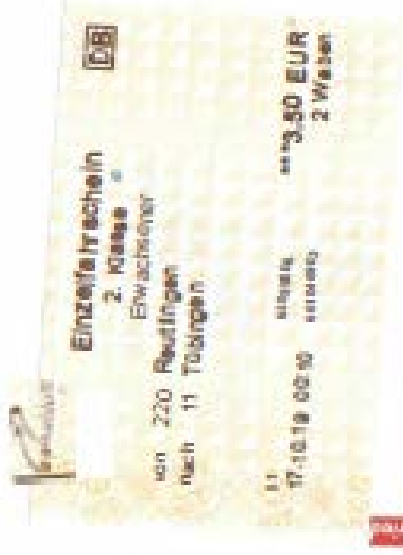
und $51 \text{ CHF} + 7,93 \text{ CHF} = 58,93 \text{ CHF}$

ÖPNV: $3,40\text{€} + 6,97\text{€} = 10,37 \text{ €}$

Hotel: 92 CHF

Seite 2 von 2

Example public transport details



7.30
3.50
6.80
3.60
3.60 +
-24.80 €

small tickets please staple - so every single one is viable
 problem with "UHTU" - thermoprinter-prints disappear within 4 weeks,
 "Print" doesn't fix for the needed 10 years

Example report back from the travel expenses department

Universität Tübingen
Geschwister-Scholl-Platz
72074 Tübingen

test

72074 Tübingen, 21.10.2019
Telefon: 72939
Bearbeiter: Maria Schulz
E-Mail:
Aktenzeichen: Theor. Astrophysik
Haushaltsstelle: 19 14 15 22222 / 3508
Personaln.r.: 90010244
Lfd.Nr.: 252313

Dienstreise vom 09.09.2019 - 13.09.2019 nach Ringberg (Voll-/Halbpension)
Antrag vom 21.10.2019

Zusammenstellung der Reisekosten:

Nr.	Bezeichnung	Betrag
1.	Tagegeld	96,00
2.	Übernachungskostenersatzung	357,78
3.	Tagungspauschale	77,35
Auszahlungsbetrag		EUR 531,13

Zu 1.: Berechnung Tagegeld und Abzug für im Pensionspreis enthaltene Verpflegung

Tag	von	bis	Dauer	Betrag	Abzug	Betrag
09.09.2019	08:00	24:00	16:00	12,00	M A	12,00
10.09.2019	00:00	24:00	24:00	24,00	F M A	24,00
11.09.2019	00:00	24:00	24:00	24,00	F M A	24,00
12.09.2019	00:00	24:00	24:00	24,00	F M A	24,00
13.09.2019	00:00	18:00	18:00	12,00	F M	12,00
Summen:				96,00	108,00	96,00

Der Abzug für die im Pensionspreis enthaltene Verpflegung erfolgt bei den Übernachtungskosten.

Zu 2.: Berechnung Übernachtungskostenersatzung

Bezeichnung	Betrag
Voll-/Halbpensionspreis	465,78
Abzug für enthaltene Verpflegung	108,00
Unternehmensanteil	357,78
Erstattungsbetrag:	357,78

Sachlich und rechnerisch richtig

Datum

Unterschrift

Auszahlungsbetrag
means amount of
money you get back