

Information on the Travel Expense Statement

This information is intended to help you fill out the form entitled “Travel Expense Statement” (*Reisekostenabrechnung*). It includes important explanatory information.

General information

You must apply to the travel expense office for reimbursement for travel expenses within six months, using the travel expense statement form. Requests received after this time will not be considered. If you have received a prepayment or advance payment before your business trip, you are required to submit your expense statement for the business trip immediately after it is concluded.

With regard to the time limit, please also see the information provided under Item 2 of Freie Universität Memo (*Rundschreiben*) 7/2006, dated November 21, 2006, which you can access online at http://www.fu-berlin.de/zuv/abt-1/formulare/dienstreisen/pdf_dienstreisen/0706.pdf (Germany only).

In the case of travel implemented on an allowance (*Zuschussreisen*) (without 100% reimbursement of travel expenses), travel performed as part of EU projects, and other travel for which the sole reimbursement is a flat fee, the corresponding documentation must be enclosed with the travel expense statement.

For all other business travel (travel according to the rates stipulated in the Bundesreisekostengesetz (Federal Act on Travel Expenses, BRKG) / the rates of the German Academic Exchange Service (DAAD), externally funded travel with full cost reimbursement), it is not necessary to enclose any documentation or receipts with your application for reimbursement of travel expenses. You are, however, obligated to keep receipts and documentation for a period of six months as from submission of your application for reimbursement of travel expenses and to provide these materials to the travel expense office upon request.

The travel expense office will request original receipts and documentation on a random spot-check basis. Disbursement will be held pending presentation of the documentation and receipts requested and pending calculation thereof.

1. General information

If your unit or department participates in cost-performance calculations (*Kosten-Leistungs-Rechnung*), the “PSP element” must be listed in the statement form for the settlement of travel expenses.

If you have any questions, please contact the KLR (cost-performance calculation) agent responsible for your organizational unit.

2. Travel itinerary information

The other business location is the political municipality in which the destination of your business trip, the other workplace, is located.

In the case of foreign business travel with multiple destinations, please fill out the separate form entitled “Appendix 1 to the Travel Expense Statement dated...” (*Anlage 1 zur Reisekostenabrechnung vom.....*). This helps eliminate the need for further questions.

4. Meals

The free meals provided also include full meals provided at no charge, at the usual mealtimes, to you while in transit (on board trains or planes) by the organizer or other third parties in your official capacity (i.e., not based on private relationships). Snacks and light refreshments are not considered full meals.

If the costs of breakfast, lunch, and/or dinner are included in the fee for a conference, these meals must also be listed under Question 4.

In the case of business travel abroad, the general administrative regulations on the Auslandsreisekostenverordnung (Ordinance on Foreign Travel Expenses, ARV) provide that you are eligible for a “daily canteen allowance” (*Kantinentagegeld*) in the amount of 80 percent of your daily allowance for travel abroad (*Auslandstagegeld*) if you eat lunch at a canteen or staff lunchroom. Based on standards issued by the Federal Ministry of the Interior with regard to simplifying administration of this issue, this question is also listed in the travel expense statement form.

5. Overnight accommodations

You are considered to have stayed in private overnight accommodations free of charge if, for example, you have spent the night with friends or relatives.

You are considered to have stayed in third-party overnight accommodations free of charge if, for example, your accommodations were provided to you by the event organizer or the costs of accommodations are already included in the conference fee.

The costs to be listed are always the actual costs of accommodations, without meals and other incidental expenses (such as minibar and phone charges).

In the case of domestic travel, you are required to provide special reason for your hotel expenses if they exceed the sum of € 60.00 per night.

In the case of foreign business travel, you are required to provide special reason for your hotel expenses if they exceed the lump-sum amount stipulated for the respective country in the *Auslandsreisekostenverordnung* (Ordinance on Foreign Travel Expenses, ARV). You can view the country list at http://www.fu-berlin.de/zuv/abt-1/formulare/dienstreisen/pdf_dienstreisen/MERKBLATT_ARV_-_ab_01_01_2009.pdf (Germany only).

6. Mode of transportation

Only the necessary fares and expenses that have been incurred are eligible for reimbursement. Any fares for which you have already been reimbursed by third parties must be indicated.

In the case of travel by train, the only fares eligible for reimbursement are second-class fares.

When booking train travel with Deutsche Bahn AG, please make use of the discount for major customers (*Großkundenrabatt*) (9% effective as of January 1, 2008), because the travel expense office is required to take this discount into account when settling the expenses of your business travel. You can see Memo (*Rundschreiben*) No. 2/04, dated January 29, 2004 (Appendix to Memo 7/2006, dated November 21, 2006), for the procedure for utilization of the major customer discount.

You can also purchase tickets from Deutsche Bahn AG online, and pay for them yourself, via the corporate customer portal of Freie Universität Berlin. To do so, you need to register with Unit I A 12 as an employee authorized to make such bookings. The application form for this is available to you online as a PDF file at http://www.fu-berlin.de/zuv/abt-1/formulare/dienstreisen/pdf_dienstreisen/dr-online.pdf (Germany only).

If you have used your private vehicle, a plane, a taxi, or a rental car, you need to provide special reason for utilizing that mode of transportation. If it was necessary to travel by plane, the only costs eligible for reimbursement are those of the lowest class of transportation (Economy).

If, as part of your business trip, you have participated in a bonus program (such as “Miles & More” or “bahn.bonus”), the discounts and incentives you have received as a result must be used for business-related purposes only. You are obligated to present an overview of bonus points from Deutsche Bahn or the airline to the travel expense office upon request.

7. List of expenditures

Here, please list **all** expenditures you have incurred in connection with your business trip. (If you need more space, you may use a separate page.) These include not only your hotel expenses and transportation costs, but also specific incidentals.

The incidental expenses eligible for reimbursement include, as a basic principle, the following:

- Shipment of necessary luggage that was not carried along on the business trip
- Transportation of files, equipment, maps, posters, etc., that were necessary for the business purpose of the trip
- Room reservations, storage of luggage
- Use of not regularly scheduled modes of transport at the business site, where necessary for business reasons
- Admission fees and tickets if event attendance was necessary for business reasons
- Passport fees and mail and phone charges where incurred for business reasons
- Booking and reservation charges
- Costs for necessary medical examinations (such as examination of fitness for travel to the tropics (*Tropentauglichkeitsuntersuchung*)), necessary immunizations, including serums, in connection with foreign business travel

Charges **not** eligible for reimbursement include the following: monthly passes for use of public transit / VBB, travel equipment (suitcases, luggage), newspapers, gratuities, gifts, directories or lists of accommodations, city or regional maps, travel insurance, credit card expenses (annual fees), costs of medical services and medications.

Please sign the travel expense statement and submit it to the party responsible for the cost center before forwarding it to the travel expense office.

In the case of foreign travel with multiple destinations, please also attach the separate form entitled “Appendix 1 to the Travel Expense Statement” (*Anlage 1 zur Reisekostenabrechnung*).

If you have any questions regarding this information and/or your travel expense statement, please contact the appropriate desk at the travel expense office.

Best regards,
Travel Expense Office