Please take note of the information on business travels to other countries and on related social security matters available on our homepage (A1 certificate).

The business travel authorization form needs to be completed, signed and submitted to the person in charge in the travel expenses office well enough in advance of the business trip.

The person undertaking the business trip is only covered by insurance if the business trip has been approved.

The business travel authorization form needs to be submitted in duplicate, a photocopy suffices.

According to the Travel Cost Act of Baden-Württemberg (LRKG), the following times are considered reasonable for the earliest beginning of a business trip:
April to September: 6 a.m.
October to March: 7 a.m.

A business trip may last until midnight.

According to the type of employment, the corresponding regulations for business travel have to be taken into consideration:

Professors (including junior professors):
- Absences of more than 5 days during the lecture period have to be approved by the President. Applicants also have to submit the business travel authorization form.

Student assistants:
- A short written notice explaining the necessity of the business trip has to be attached to the business travel authorization form.

External personnel:
- All costs will be reimbursed according to the reimbursement regulations of the LRKG, but no insurance coverage is provided by the University of Mannheim.
- Additionally, a notice explaining the necessity of the trip has to be attached to the business travel authorization form.

I. Business Travel Authorization Form

(1) Please distinguish between business trips with or without reimbursement of travel expenses.
   ➔ Any costs associated with a business trip (e.g. attendance fees, public transportation, hotel etc.) can only be reimbursed if a business travel authorization form with reimbursement of travel expenses was requested and approved.

(2) Please indicate name, home address and remuneration bracket.

(3) Indicate your division/departement and the name of the chair or institution (“University of Mannheim” alone is not sufficient). Also give your telephone number and e-mail address for further inquiries concerning the request form.
(4) Indicate the **travel destination** and/or city.

(5) State the **purpose of the trip**. Always attach corresponding documents, such as programs/invitations/e-mails indicating the date and purpose of the business trip to the request form. If no document is attached, please indicate on the form that an appointment has been made over the phone.

(6) Indicate the **names of other fellow business travelers**. However, please note that they still need to submit an individual business travel authorization form.

(7) Indicate the **actual itinerary** and the **location** (apartment/office/other) the trip will be started from and/or ended at (travel expenses from/to place of work are reimbursable for all employees; only professors can request reimbursement for additional travel costs from another location). Indicate if you plan to **return daily**.

(8) Is the business trip in any way **associated with private holiday travel**? Please indicate holidays as well as weekends. If a business trip is connected with holiday travel, a comparing offer for the direct return flight to the place of work after the end of the business trip has to be attached.

(9) Planned means of transport:

**Train:** If you have a privately purchased BahnCard, you also have to use it for the business trip (according to the LRKG).

**Air travel:** In case of air travel within Germany or to neighboring countries, please indicate the reasons. If "less expensive" is given as a reason, please attach a price comparison.

**Private vehicle:** It is possible to use a personal vehicle even without valid reasons. In cases where a personal vehicle is used with valid reasons, please explain. Give valid reasons when using a **rental car or taxi**.

(10) **External funding (monetary or in-kind)** may, for example, be free lodging, meals or other funding of travel expenses. If the traveler receives a **honorarium**, the trip is not considered a business trip but a secondary employment. The business travel authorization form can therefore not be approved and the secondary employment has to be reported to the person in charge at the Human Resources division.

**Signature applicant:** The business trip can only be approved if the authorization form has been **signed by the applicant**.

**II. Approval by the President, dean, professor, director**

The amount of reimbursable expenses is determined by the President, chair holder, director of the institution.
It is important to indicate the account unit (Buchungsstelle) from which the travel expenses shall be paid from (this only applies to business trips with reimbursement of travel expenses).

The signature of the supporter is required.