The business travel expense report has to be completed, signed and submitted to the travel expenses office together with all original documents as well as the original business travel authorization form attached to it.

The deadline for submitting the business travel expense report is 6 months after the trip in accordance with the Travel Cost Act of Baden-Württemberg (LRKG). The submission period begins the day after the business trip.

Hotel bills have to be made out to the University of Mannheim.

Credit card statements are to be attached to bills in foreign currencies (not euros), if possible, otherwise the amounts will be converted using the OANDA currency converter.

Business Travel Expense Report

1. Please list the actual itinerary and the location (apartment/office/other) the trip was started from and/or ended at. Please indicate the times of beginning/ending of the official business. Also indicate if a daily return took place on business trips lasting several days. This has to be documented on the daily itinerary.

2. Border crossings have to be listed for business trips abroad. In case of air travel, the time of the crossing of the border is the arrival time.

3. Please indicate all costs covered by the employer prior to the trip including advance payments.

4. Also indicate all costs the traveler advances during the business trip.

5. When using a personal vehicle the driven kilometers (round trip) have to be indicated. The use of a taxi must in any case be explained (please refer to given options on the report form).

6. When taking along fellow business travelers in a personal vehicle, their names as well as the number of kilometers of the ride have to be indicated. A compensation for taking along fellow business travelers can only be granted for fellow travelers whose business travel was approved or for travelers working for another public institution.
(7) External funding (monetary or in-kind)

(7.1) Indicate the number of free meals. Please note: Meals during air travel have to be included.

(7.2) If you had a private overnight accommodation, this has to be indicated in the report form with a handwritten comment. If lodging costs were paid for by the organizer of an event or are included in the attendance fees, this has to be marked in the form.

(7.3) If a honorarium was received, the trip is not a business trip but a secondary employment and no travel expenses can be reimbursed by the University of Mannheim.

(7.4) If the traveler receives other funding for the travel expenses (e.g. from Stiegler-Stiftung, Division I - Funding for Conferences, Organizers, inviting university), this has to be indicated here. Sponsor and amounts of funding have to be indicated.

(8) Domestic hotel expenses are reimbursable up to max. EUR 84.80, abroad up to max. EUR 120.00 according to the LRKG. If this limit was exceeded, the exceeding amount has to be explained (refer to given options on the report form).

(9) Option to give further explanations.

(10) Please indicate your bank details.

(11) Signature of the applicant to confirm the accuracy and the completeness of the information provided. The original signature is required.

Signature to confirm factual accuracy - sachlich richtig: Signature from direct supervisor (professor/superintendent) is required.

Exceptions: President, Dean, Professor, Superintendent; no signature is required.