

GGNB Travel Grants: Expense Reimbursement Procedure

- for employees of Göttingen University (*Zentraluni*)

- The trip has to be approved beforehand by your respective department (*Dienstreisegenehmigung*).
 - The approval procedure is done electronically via **Lucom Workflow** (access via Mitarbeiterportal / employee portal). Paper approvals will no longer be accepted. GGNB has to co-sign the *Dienstreisegenehmigung* in Lucom. Please send the appropriate form via Lucom to Kirsten Pöhlker (not to GGNB!) after you have collected the electronic signatures of your employer.
 - **IMPORTANT:** for travel abroad, the **Dean** of your faculty also has to approve the trip.
 - For trips within the EU or to Iceland, Liechtenstein, Norway, Switzerland you have to apply for the **A1** form in the Workflow as well!
- The costs (maximum amount as granted by GGNB) will be reimbursed **after** the trip. Since GGNB usually only pays for part of the travel costs and your department covers the remaining cost, the *Reisekostenrechnung* will be processed by your department. You have to prepare the *Reisekostenrechnung* in Lucom and send it to the responsible people for further processing (your secretary, your employer, GGNB).
- An advance payment may be made in exceptional circumstances (e.g. high up-front expenditures).
- Remember that you are obliged to travel as economical as possible. First-class tickets (railway and flight tickets) can not be fully reimbursed. The financial department will deduct the difference to the price of a second-class ticket.
- If you travel with **Deutsche Bahn**, make sure to use the university discount (*Großkundenrabatt*). It is **mandatory** to indicate the **customer reference number** of Göttingen University to receive a 5% discount. If you travel with a “*Sparpreis*” ticket or other special offers, also indicate the reference number since this will contribute to the volume of purchases by the university. **The financial department has to deduct 5% from the ticket price if you fail to use the discount or indicate the reference number!**
 - Please check with the department secretary for the customer reference number and internet login!
- If you travel by private car, you will be paid mileage allowance of 25 cent per kilometer (and a maximum amount of 125€). In exceptional cases you may receive 38 cents per kilometer. Such cases are:
 - arranging a car pool with your colleagues to travel to the same location for the same business purpose (→ In this case, you have to hand in copies of the *Dienstreisegenehmigung* of every member of the car pool. Please note that only one passenger can receive mileage allowance.)
 - travelling with heavy luggage or equipment (needed for business purposes)
 - avoiding additional costs, e.g. hotel costs

IMPORTANT:

- GGNB only reimburses actual costs; we do **not** pay daily allowances (*Tagegeld*).
- We cannot pay for meals and beverages (only exception: breakfast included in hotel rate).
- We cannot pay for insurance (travel cancellation expenses insurance, international health insurance, luggage insurance, etc.).
- Please be aware of the **maximum rate for hotel reimbursement** that differs from country to country and city to city. In Germany, the maximum amount is 100 EUR/night. Make sure to check the limits for foreign countries before booking a hotel!
- If you share costs with a colleague (e.g. for a hotel room) make sure to have proof of payment also between the two persons (i.e. if they reimbursed you or you reimbursed them you have to provide a written confirmation or bank statement showing the payment).
- All items you wish to get reimbursed have to have an unambiguous, clear title or added description (e.g. make clear that “attendee interactive” on your bank statement is the abstract fee, etc.)
- **Taxi costs** are usually **NOT REFUNDABLE**. Only very in exceptional circumstances may taxi fares be reimbursed. For this, you need to **hand in a plausible written explanation!** Such circumstances include:
 - no public transport available
 - heavy luggage or equipment (needed for business purposes)
 - extremely bad weather
 - destination cannot be reached by public transport before midnight
- **Private holidays:** It is allowed to combine the business trip with up to five working days (+ weekends and public holidays) of private holidays. However, please hand in a written explanation whenever you prolong your stay for personal reasons.
 - hotel costs and other expenses will only be reimbursed for the duration of the business trip. Transportation to and from the vacation spot will not be reimbursed. In case you book an “open jaw” flight, you will only be reimbursed the average price of a round trip ticket to and from the business location.
 - if you combine your business travel with private holidays and therefore a later (or earlier) flight is required, you need to hand in an alternative offer for the flights on the actual dates of the conference with your reimbursement documents. When you book your flights online please print out an alternative offer or if you book via a travel agency, please tell them to issue an alternative offer for you.
- In case your train or flight is delayed and you therefore need to book another train or flight ticket, make sure to include proof of the delay in your reimbursement documents. For trains, please have the delay confirmed in writing at the station. For flights, you can check the status afterwards on <https://www.flightstats.com/v2/> and include a print-out.

DOCUMENTS FOR REIMBURSEMENT (TO BE UPLOADED IN LUCOM)

- train / bus / subway tickets
- boarding passes
- booking confirmation of hotel – it has to be addressed to: Georg-August-Universität Göttingen, your department, your name, address. No exceptions possible!
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- hotel invoice – it has to be addressed to: Georg-August-Universität Göttingen, your department, your name, address. No exceptions possible!
- other invoices (e.g. for flight, shuttle, ...)
- certificate of attendance
- schedule of conference/course
- confirmation of payment of registration fee
- credit card or bank statements for any expensed you paid with credit/debit card or via bank transfer
- if you shared a room or other expenses with a colleague: signed written confirmation in case of payment in cash (amount, from which person to which person) or bank statement