

The Business Travel Authorization Form - A Manual

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.

Only after the approval of the administration the traveler is covered by insurance.

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

According to the Travel Cost Act of Baden-Württemberg (LRKG), in the months from April to September the beginning of a business trip at 6 a.m. and in the months from October to March a beginning at 7 a.m. is considered reasonable. The end of a business trip is considered reasonable until 12 p.m.

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

Professors (including junior professors):

- For absences of more than 3 days during the lecture period approval of the president is required in addition to 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/department and the name of the chair or institution. "University of Mannheim" is not the proper option. 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) Indicate purpose of the trip. Always attach documents like programs/invitation/e-mails indicating the date and purpose of the business trip on the request form. If no document is attached, please indicate on the form that an appointment has been made on the phone.
- (6) Indicate the names of other fellow business travelers. They will 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? Here, the holidays as well as the weekends need to be indicated.
In case holidays are connected to a business trip, 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) For "planned means of transport" please consider the following:

For travel by train privately purchased BahnCards have to be used for the business trip according to the LRKG.

For air travel within Germany or to neighboring countries reasons have to be indicated. If "less expensive" is given as a reason, please attach a price comparison.

In general, it is possible to use a personal vehicle even without valid reasons. In cases where a personal vehicle is used with valid reasons they have to be explained.

Give valid reasons when using a rental car or taxi.

- (10) External funding (monetary or in-kind) can e.g. be free lodging, free board or other funds. 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.
The business trip can only be approved if the authorization form has been signed by the applicant.

II. Endorsement by the president, dean, professor, superintendent

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) 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.