

Quick overview

Business / Training trip

First step of all is to ask Prof. Boccaccini whether he allowed the business/training trip or not.

If he allows it:

1. **Read** the document R0010 Notes on travel authorization form (Hinweise zum Dienstreiseantrag)
2. **BEFORE** you register for a conference or pay a registration fee or order/pay a train, bus or flight ticket or a hotel....

... you have to apply for this trip with the following forms

If you have a working contract with the Friedrich-Alexander-Universität

-> You take the form: R0001 Antrag auf Genehmigung einer Dienstreise

If you are a guest/visitor – without a working contract with the Friedrich-Alexander-Universität

-> You take the form: R0024 Auftrag zur Durchführung einer Reise

!! Please open the forms in Adobe Reader, then the icons for my comments/helpers will not visible in the printout !!

If you are on a secondment

-> You need an additional form: “Abweichender Dienstort”

3. Give your **original** signature on it - **NOT** any electronic signature. We need the forms as originals, scan copies will NOT do.
4. **Add to these form/s:** a schedule, an invitation or similar
5. Prof. Boccaccini has to sign the documents and then **you can start planning your trip** (pay the registration, order a hotel, buy a ticket...)
6. **Some important things:**
 - If you book a hotel or register for a conference, it's important that the address of the FAU University/our institute is given
 - If you book a hotel, then there are different refund rates: In German cities, with a population of up to 299.999 people = 90 euro, from 300.000 people = 120 Euro
More expensive overnight rates must be explained.
For foreign countries there are different rates -> see document:
“Tagegeld_Übernachtungsgeld_Ausland”
 - For the conference registration please quote our VAT number **DE 132507686**
 - If you need a taxi, you have to explain why (... later ...in a short note with the form R0020)

- If you have a registration-invoice, we can pay it in advance.
!! But the invoice can only be paid if there is a DR approval (R0001 or R0024)!!
- **! Don't forget to book the cheapest option always -> see point 7. in *Hinweise zum Dienstreiseantrag (R0010)*!**

7. AFTER the business/training trip

Within 6 month after the end of your travel you must apply for the reimbursement of your travelling costs with another form:

-> R0020 Reisekostenabrechnung

You can fill in this form by hand **OR** by PC.

8. Attach all original payment receipts and proof of payments (bank statement) to the form

Please, **stick or staple small slips on a DinA4 paper** with your name and the place/date from the business/training trip and what it is about

9. Give me :=) all these forms/documents as originals with original signatures (scan copies by mail will NOT do). I send it to our travel expenses department, P6 -> they calculate the reimbursement

10. When you get back the original form R0020 with the calculated reimbursement amount from P6 -> give it to the secretariat -> we will wire you the amount.

Under this folder you find the forms (R0001, R0024, R020) in German and English.

!Please note that ONLY the German version of this documents is legally binding and has to be signed. The English form is provided to help you fill out the original German document!