



Universität Ulm
Dezernat III / Abteilung III-1
Personalservice
Helmholtzstraße 16

89081 Ulm

Travel Request Form

Please note:

When completing the form, please consider the footnotes on page 3 and the explanations on the [website of Dept. III-1!](#)

Personal details	Claimant (family name, first name):		
	Private address (street, postal code, town or city):		
	Employing facility/institute:	E-Mail address:	Telephone (work):

Purpose of the business trip	
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Place of the business trip	
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Course of the business trip	Start of the business trip ¹⁾		End of the business trip ²⁾			
	Date	Time	Home Place of work ³⁾	Date	Time	Home Place of work ³⁾
	Order of the superior: Start and end of business trip at place of work:					yes no ⁴⁾
	Start of official business		End of official business		Dail retron ⁵⁾	
Date	Time	Date	Time	yes	no	

Combination with private travel ⁶⁾	The business trip is combined with private travel no yes from until
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Means of transport ⁷⁾	Train	Motor vehicle	Airplane	Rental car
	Reasons for using an airplane ⁸⁾ and/or a rental car/ car sharing/ taxi ⁹⁾ :			

Third-party benefits	I recieve benefits form a third pary	no	yes ¹⁰⁾
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- 1) As a rule, in the months 4-9 business trips should start from 6 a.m.; in the months 10-3 from 7 a.m.
- 2) As a rule, a return journey on the day of the end of the business trip is still reasonable if the business trip can be ended by 10 p.m.
- 3) The starting and ending points of a business trip are to be determined by the business travellers themselves, taking into account the principle of economic efficiency. If there are several apartments/places of accommodation, the one closest to the place of work shall apply.
- 4) If the journey route passes directly by the place of work, the superior may order the place of work as the starting/ending point of the business trip.
- 5) In the case of official business over several days, it shall be decided in each case on the basis of economic efficiency and reasons of well-being whether a business trip lasting several days or a chain of one day business trips shall be approved.
- 6) When combining a business trip with a private trip, the business trip must always be the priority. The duration of the business trip and the duration of the private trip must therefore be in an acceptable ratio - e.g.: business trip 5 days, private trip 2 days.

In these cases, travel expense reimbursement is calculated as if the business traveller had travelled from the place of work (University of Ulm) to the external place of business immediately before the official business and then returned from there to the place of work immediately afterwards.

As part of the billing, comparative offers for the costs of the business-related outward and return journey (fictitious itinerary) must be submitted, which were obtained no later than on the day of booking. The date of the settlement offer must be identifiable.

Please note:

Without submitting these comparison offers; the travel costs cannot be reimbursed or may only be partially reimbursed.

If it is clear that the business trip is not the main focus, but rather the holiday, the authorisation must specify that the business trip is to begin or end at the holiday destination if this is more cost-effective. In these cases, the travel allowance is calculated according to the departure from the holiday destination or the arrival at the holiday destination

- 7) In principle, business travellers are free to choose the means of transport: train or private car. Economic efficiency and climate protection concerns must be considered.
- 8) Flight costs are only eligible for reimbursement if official or economic reasons for the use of the aircraft outweigh climate protection concerns. For flights within Germany, the economic reasons do not currently outweigh the interests of climate protection, so that reimbursement of flight costs is only possible if the use of an aircraft is unavoidable for business reasons - in particular for scheduling reasons. For other short-haul flights, e.g. to Paris, Vienna, an economic efficiency calculation must be made. For this
 - the costs of the climate protection levy must be included,
 - it should be taken into account that work may be possible while travelling by train so that travel times are not necessarily lost working hours (saving of working time). The values per hour depend on civil service class and are 79 € for "höherer Dienst" and 63 € for "gehobener Dienst".
- 9) A valid reason is required for the use of a rental car, taxi or a vehicle under a car sharing model, e.g. if public transport cannot be used, a walk is not reasonable, the state of health or a severe disability requires it or heavy luggage is carried that cannot be transported in public transport.

Only necessary travel costs will be reimbursed; if a rental car is used, a record of the journeys made on official business is therefore required and must be submitted with the travel expense report. For further explanations, see the website of Dept. III, Business trips.

- 10) Acceptance of third-party funding is subject to prior approval, see the information on "Third-party funded business trips/events" under: <https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/dienstreisen/>

As soon as a personal fee is to be paid, it is not a business trip but a secondary employment, in which case a secondary employment application must be submitted.

- 11) For further notes on international business travel, see the website of Dept. III, Business trips.
- 12) Orders: e.g. start or end of business trip at place of leave, use of lowest class in public transport
- 13) Written authorisation is required prior to the start of the business trip. A business trip may only be approved if funds are available for it. The principle of economy must be observed. At Ulm University (excluding the Medical Faculty), the authority to approve is delegated to the superiors. They are thus responsible for ensuring that the approval takes place within the framework of the legal requirements. If the superior is exceptionally not authorised to dispose of the cost centre, a signature of the person responsible for the cost centre is also required. In the case of business trips financed by private third-party funds, the funding body may stipulate special regulations for settlement within the framework of the third-party funding guidelines.