Business trips abroad

Please check the travel advice from the German Federal Foreign Office. We also refer you here to the German Federal Foreign Office's travel app, where you will find all the information you need for a safe and smooth trip abroad in one place.

The German Federal Foreign Office recommends that all German nationals, regardless of country and duration of stay abroad, register online in the crisis prevention list (ELEFAND).

The "Electronic Registration of Germans Abroad" is designed to enable German missions abroad to quickly get in touch with Germans resident in their local area and their family members in an emergency. Anyone planning to spend just a short period of time abroad can register at the earliest ten days before the start of their trip.

The electronic list replaces the previously manually maintained German lists of German diplomatic missions. Those registered in the ELEFAND list will be asked to confirm or update their information at regular intervals. This is to ensure that registrations are complete and up to date.

For your own safety and well-being, we strongly advise you to take out international health insurance (including repatriation).

The current list of daily and accommodation allowances abroad is available on the Travel Expenses Office website.

Please note that business trips abroad must also be limited to the time necessary for carrying out official university business.