

Information for undertaking and claiming expenses for field trips

Field trips are **part of the course curriculum** at Paderborn University. Grants may be awarded for field trips within the limits of the available budget funds. There is no legal entitlement to a field trip grant. The following participants are eligible for field trip grants: Leaders, necessary support staff, students, including guest students and PhD students.

For field trips, please proceed as follows:

- 1 All participating employees (not students, guest students or PhD students with no employment contract) must submit the "Business trip approval request" * form to Department 4 in good time before the start of the trip (stating the relevant accounting office, the amount to be reimbursed, where applicable, and signed by the dean or relevant authorised person). Please also specify whether the field trip is part of the course curriculum.
- 2 If the trip is to be made by bus, obtain quotes from different bus companies (three if possible).
- 3 After the field trip, submit a claim for the travel expenses incurred using, where possible, the "Travel expenses" * claim form or the "Expenses" assignment sheet * (if, for example, an invoice from the bus company is to be settled directly) or "Reimbursement of expenses" assignment sheet * (if a traveller has paid in advance); please enclose the following documents and receipts, where applicable:

Business trip approval (from university employees)
List of participants (important!)
 Bus company invoice, along with comparison quotes,
 Public transport tickets, Invoice for accommodation
 (excluding food and drink), Entry receipts/tickets
 Proof of other expenses

Travel expenses will be reimbursed to the maximum amount permitted under the legal provisions governing travel expenses. If expenses are not to be reimbursed "in full", please inform us of the maximum amount or specify exactly which items you would like reimbursed (e.g. only accommodation expenses).

Special rules for field trips abroad: The International Office (IO) at Paderborn University promotes field trips abroad by paying a flat-rate amount exclusively for students (the amount of which depends on the availability of funds). The faculty or department must submit an application before the start of the field trip, stating the anticipated number of participants, travel dates and destination, to the IO, which will issue a decision. At the end of the field trip, reimbursement of the travel expenses incurred will be dealt with by the Travel Expenses Office (please enclose the decision of the IO!); the grant for the students will be transferred from the IO to the field trip leader's settlement object at the instigation of the Travel Expenses Office.

Accommodation in youth hostels: Paderborn University is a member of the German Youth Hostel Association (DJH); its **membership number is: 022-155 11 595 001 Z**. If you require an ID card, please contact Ms Backer (Extn. 2806), Ms Tegethoff (Extn. 2807) or Ms Schwalk (Extn. 3768).

If you have any questions, the Travel Expenses Office staff will be more than happy to help you:

Ms Kürpick Extn.: 2764
 Mr Bornhorst Extn. 2537
 Ms Schwalk Extn. 3768

* Forms are available here: [ZV - Business trips \(Universität Paderborn\) \(uni-paderborn.de\)](https://uni-paderborn.de/zv-business-trips)