Business Trips
General information
A business trip (in Germany and abroad) is a trip undertaken for the purpose of conducting business outside of the regular place of employment/residence. The principle of economic efficiency must be considered when planning, approving and throughout the trip itself. The supervisor may only sign the request form and consent to a business trip, and the Travel Expenses Office may only authorize it, if the trip is necessary for official business reasons and the intended purpose of the trip cannot be achieved at a lower cost for example through telephone calls, written correspondence. Business travel must be limited to what is absolutely necessary and – unless there are valid reasons to the contrary – public transport should be used as the primary method of transportation.

All business trips are subject to the regulations set forth in the NRW State Travel Expenses Act (LRKG). In the case of externally funded projects where the funding regulations specify that the Federal Travel Expenses Act (BRKG) should be applied instead of the LRKG, this must be clearly indicated for each business trip request (see “Request for Approval of a Business Trip” form). The project manager is solely responsible for determining which law is to be applied in each individual case (see the external funding regulations).

A business trip may only be commenced if the supervisor has given his/her consent by signing the request form and the trip has been authorized by the Travel Expenses Office. A business trip can only be approved retrospectively in exceptional cases with very good reason. Travel expenses cannot be reimbursed for business trips that were not approved.

Note: Business trips without prior approval are not covered by accident insurance!

Business trips can only be approved for university employees (professors, staff, student assistants). Business trips cannot be approved for persons who do not have an employment contract with the university (e.g. instructors with teaching assignments, students).

The business trip approval must be enclosed with the travel expense report for the trip. For trips without reimbursement of costs, the traveller retains the approval.

Checklist for requesting the approval of a business trip:
- The most current version of the form has been used
- All of the required personal data have been entered
- The destination and departure city have been entered
- The purpose of the trip has been entered and required documents are attached
- All required information about the duration of the trip and the duration of the official business have been entered
- Financing for the trip is confirmed (accounting office has been entered; account manager has signed the request)
- Mode of transportation has been specified & explanation provided if necessary
- The funding and invoicing of the trip are subject to the NRW State Travel Expenses Act or, if applicable, subject to the German Federal Travel Expenses Act (applies to certain some externally funded projects, check the funding guidelines of the external agency)
- The supervisor’s decision on whether the trip is to be approved as requested or is subject to certain conditions has been provided

Business trip approval may be granted subject to the following conditions:
- Regularly scheduled means of transportation (with the exception of airplanes) must be used
- Mileage allowance pursuant to Section 6 (2) LRKG in the max. amount of 100.00 EUR will be reimbursed (use of private car without valid reason)
- A rental car must be used
- A company car must be used
- A travel allowance up to the maximum amount of xxx EUR will be granted
- Only the transportation costs will be reimbursed
- Only the daily allowance and flat-rate overnight allowance will be paid
- Overnight costs up to the maximum flat-rate overnight allowance will be reimbursed (20 EUR within Germany, 30 EUR in foreign countries)

**Recurring Business Trip Approvals**
A recurring business trip approval will only be granted by Department 4.1 in legitimate individual cases where a staff member is required to conduct a similar type of official business on a regular and recurring basis at the same place of business over a certain period of time.
The recurring business trip approval can be requested in writing or by email from Department 4.1 via the supervisor/project manager.
As a rule, the recurring business trip approval is granted for a limited period of at least 3 months.
In the case of externally funded projects, the recurring business trip approval can only be issued for the duration of the project.

**Advance Payments**
You can apply for an advance payment in connection with an approved business trip for costs already incurred and costs that are expected to incur (transportation expenses and participation/attendance/admission fees).
Advance payments requests for less than 100.00 EUR should be avoided, if possible.
Please note that the travel expense report for the trip must be submitted and booked within the statutory exclusion period of six months. If these requirements are not met, the Travel Expenses Office must recover the advance payment.

**Responsible Cost Centre**
The billing object(s) to be charged must be stated on the trip request form. Travel expenses may only be reimbursed if the funds are available at the time the travel expense report is submitted. Please note that when the billing object manager signs the form, he/she assumes responsibility for covering the costs from the specified account.

**Accounting & invoicing for Business Trips**

- **Invoice and reimbursement deadline**
The entitlement to the reimbursement of travel expenses expires if the reimbursement request is not submitted to the Travel Expenses Office in writing within an exclusion period of six months. The exclusion period begins on the next day following the end date of the business trip.

  a) University employees
  Upon completion of the trip, the travel expense report form must be submitted in order to invoice and book the costs for the trip.

  b) Persons who are not university employees but conduct official business for Paderborn University
  Non-university employees are, for example, persons who are not university employees but serve on appointment or examination committees, instructors with teaching assignments, project staff members who are employed by another university but perform tasks within the project at Paderborn University and take business trips on behalf of Paderborn University as delegated by the project manager. A retired professor is also not a university employee, but still performs duties for Paderborn University during his/her retirement and must travel in this context.