

Short Trips for Off-site Work

General Information

A "short trip" refers to a short walk or journey within the place of employment or hometown for the purpose of conducting official business outside of your regular office. Short trips for off-site work are assigned and approved in writing or verbally. The person who will be travelling to work off-site must notify his/her superior about the short trip. This can be done verbally or in writing by submitting a "Request for approval of a business trip". The place of employment is usually Paderborn. If a different place of employment has been specified (e.g. by an amendment agreement), this is the municipality of the employee's place of employment according to the employment contract. The off-site work must be limited to the time required to complete it. Unless there are valid reasons opposing it, public transport is to be used as the primary method of transport. Additional expenses incurred in connection with the off-site work (travel expenses, mileage allowance) will be reimbursed.

Exception: Short trips to meetings and conferences where registration/admission fees are charged. These are requested using the business trip request form and approved as a "short trip for off-site work at the place of employment".

The same applies to short trips to a place of residence outside the place of employment. These can be approved as a "short trip for off-site work at the place of residence".

Transportation expenses can be invoiced after the off-site work has been completed using the "Request for reimbursement of transportation expenses" form. In the case of frequent short trips for off-site work, we advise using one form for several trips. The cost centre to be debited must be specified on the request form. The entitlement to reimbursement expires six months after the end of each short trip for off-site work.