

## Information Regarding Business Trip Procedures

**Approval:** A business trip must be approved in writing by the appropriate office. The office must be given sufficient notice so that the trip can be approved before the trip begins.

**Prior Approval:** In exceptional circumstances, approval can be given when there is insufficient time for the written procedure and the registration form is faxed (fax no. 39-23150) or emailed to the person responsible. The original registration form should be sent through official channels as soon as possible.

**Trip Length:** The approval of the trip is valid for the duration of the business activity and the necessary travel time. If the trip is both for business and private purposes, the person travelling must get a price comparison at the time of booking for any air travel and submit this comparison together with the application for reimbursement of travel expenses.

**Marginal part-time employment/student assistants:**

<p><b>Disclaimer: Accident insurance may not be applicable to students or part-time employees in minor employment undertaking business trips. For information about an individual case, please contact JGU's Legal Affairs Office by phone at 39-22487.</b></p>
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**Reduction of Trip Reimbursement by Mutual Agreement:** In agreement with the traveler, arrangements can be made to reduce the trip reimbursement to an amount below that which is stated in the *Landesreisekostengesetz* (travel expense law). This determination should be made on the basis of the trip registration form; all special agreements are to be included with the trip approval documents and the application for reimbursement.

**Transportation:** Business travelers should primarily utilize public transportation. Costs for use of public transportation in the lowest class will be reimbursed. For train journey of longer than three hours to a business location outside of Rhineland-Palatinate, reimbursement may be approved to journeys in the next higher class. Any available discounts are to be applied.

Flights will only be approved if their use is necessary. For trips outside of Europe, no explanation is needed.

Reimbursement for the use of a private vehicle on a business trip is set at €0.25/km if there is a good reason for using the vehicle. If there is not a good reason, reimbursement shall be €0.15/km.

**Damage Liability for vehicles:**

<p><b>Approval for the use of a private vehicle does not necessarily mean acceptance of liability for damages. Decisions on this matter can only be made after an investigation of each particular case.</b></p>
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**Safety Notice:** Safety information and travel regulations for other countries may be found on the website of the Federal Foreign Office at [www.auswaertiges-amt.de](http://www.auswaertiges-amt.de). (This information is only available in German.) Current information is also available from the office of the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusminister Konferenz*); email address: [internationales@kmk.org](mailto:internationales@kmk.org) (see Administrative Document (*Verwaltungsmittteilung*) no. 28/2000)

**In-House Medical Advising (G35):** For trips to the tropics, subtropics, and regions that can cause climate-related strain or danger of disease, an advising appointment with the in-house medical office is mandatory. For employees located in Mainz, these advising session shall take place by appointment with the occupational health service at University Medicine (Tel. 06131.172233). For employees located in Germersheim, Dr. Roland Philipp is available at Postgrabenstr. 12, 76756 Bellheim, Tel. 07272-92740.

Business trips to the affected areas (rule of thumb: between 30° north and 30° south) must be registered sufficiently in advance so that there is time to make an advising appointment and have any necessary vaccinations. The cost of the appointment and any necessary examinations or vaccinations shall be paid by the relevant department; for external employees, the costs will be paid by the corresponding project.

You will receive a certificate from PA 5 to be filled out by the medical office and the responsible managing body/department.

**Trips to affected areas will not be approved without medical advising.**

### Acquiring Tickets:

**Train:** For train trips, use JGU's customer discount (*Großkundenrabatt or GKR*) for the Deutsche Bahn. Please note that, beginning on June 12<sup>th</sup>, 2011, the GKR discount can only be used in combination with a BahnCard if it is a BahnCard Business. More information about this is available in Administrative Document (*Verwaltungsmittteilung*) 07/2011.

Tickets with the combined GKR and BahnCard Business discount are only available by logging into the Deutsche Bahn business customer portal or by visiting the travel desk at your local train station.

If you are only using the GKR (and **NOT** the BahnCard Business), you can purchase a ticket in one of two ways:

1. Online Business Customer Portal:  
Request access by emailing PA 5 (<http://www.verwaltung.personal.uni-mainz.de/190.php>). A personal credit card is required.
2. At any ticket window by providing the JGU customer number: 5300328

**Airplane:** Plane tickets can be booked through our partner travel agency Carlson Wagonlit Travel (CWT). To do this, you must send them a copy of the trip approval form (this can be done by fax). It is therefore imperative that the trip registration form is submitted correctly and on time, especially with regard to the cost bearer. The billing for flights booked through CWT is generally processed through the Lufthansa AirPlus Company Card, which means that business travelers will not receive a private copy of the bill. In cases where flights cannot be booked through the Lufthansa AirPlus Company Card, the traveler must pay the costs up front and then submit the bill with the reimbursement form.

Carlson Wagonlit Travel is located at Haifa-Allee 2, 55128 Mainz, tel. 069 153218944, fax 06131 3339934. Booking methods, customer information, and forms are available in Administrative Document (*Verwaltungsmittteilung*) 26/2001, which can be found here: <http://www.verwaltung.personal.uni-mainz.de/195.php>

**Reimbursement:** The deadline to submit the form "Antrag auf Reisekostenvergütung" (Application for Reimbursement of Travel Costs) is six months, beginning the day after the trip ends.

**Using Third-Party Funding:** If costs are being reimbursed through a third party, any special regulations should be included with the application form for reimbursement.

**Text of the Relevant Law:** The text of the *Landesreisekostengesetz* (LRKG) is available here: <http://www.verwaltung.personal.uni-mainz.de/193.php>