

## Information regarding business trips

**Approval:** A business trip must be mandated or approved in writing by the appropriate office in advance. The office must therefore have received a corresponding request in good time so that the trip can be approved before it is scheduled to commence.

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

**Trip length:** The approval of the trip applies to duration of the business activity and the necessary travel time. If the business trip is combined with personal leave and involves air travel, the person traveling must obtain a price comparison at the time of booking for any flights and submit this comparison together with the request for reimbursement of travel expenses.

**Trips within Europe:** For business trips in EU member states and equivalent countries (EFTA countries and the United Kingdom), all travelers are required to carry a certificate of their social security status (secondment certificate – A1 certificate for coverage) at all times. Travelers must submit a request form to receive the certificate. If checked by foreign social security authorities, this certificate proves to them that the traveler has social security insurance in another country. It is therefore absolutely necessary for the traveler to fill out the request for secondment in a timely manner before the start of their business trip and submit it to [entsendung@uni-mainz.de](mailto:entsendung@uni-mainz.de) via email. We will then submit a request for the secondment certificate to the responsible social security insurance company. The request for secondment (“*Entsendeantrag*”) can be found in the download area of the Human Resources website under “business trips” (*Download-Center Personalangelegenheiten > Beschäftigungsgruppen > Dienstreisen*). The request for secondment does not replace the trip approval form.

**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 Travel Expense Law (*Landesreisekostengesetz*). This determination should be made on the basis of the trip request form; any other agreements are to be included with the trip approval documents and the request for reimbursement.

**Mode of transportation:** Business travelers should primarily utilize public transportation. The cost of tickets for the lowest class will be reimbursed. For train journeys of longer than three hours to a business location outside of Rhineland-Palatinate, reimbursement may be approved for journeys in the next higher class. Any ticket discounts are to be applied and the traveler should use their personal BahnCard to lower ticket costs, if they are in possession of one. Flights will only be approved if air travel is deemed necessary. Air travel requires no justification for trips outside of Europe. Reimbursement for the use of a personal vehicle on a business trip is set at €0.28/km if there is a good reason for using the vehicle. If there is not a good reason, €0.18/km will be reimbursed.

**CO<sub>2</sub> compensation for air travel** In accordance with a resolution by the Ministry of Science and Health, CO<sub>2</sub> compensation payments are to be made for air travel for business reasons. If air travel is necessary for a business trip, financial compensation must be paid to the Rhineland-Palatinate Nature and Environment Foundation for the resulting harmful CO<sub>2</sub> emissions. In alignment with the polluter pays principle, the Finance and Procurement department will retroactively centrally charge the compensation sums to the settlement object(s) through which the flight was paid. [You can find more information on this under business trips \(Dienstreisen\) by selecting the group you belong to at https://www.verwaltung.personal.uni-mainz.de/](https://www.verwaltung.personal.uni-mainz.de/) (link in German).

**Safety notices:** 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).

**Accident insurance:** On a business trip, accident insurance applies while conducting official business, for necessary travel to and from the destination, as well as for local travel at the destination. In the event of damage involving employees subject to collective agreements, the responsible Rhineland-Palatinate accident insurance company will carry out an individual assessment. In the event of damage involving civil servants, the Civil Service Law Unit (*Beamtenrecht*) of the Human Resources Department will carry out the individual assessment.

An accident on a business trip must therefore be reported without delay, at the latest upon returning from the business trip. The relevant form can be found here: [www.arbeitsschutz.uni-mainz.de/unfallanzeige/](http://www.arbeitsschutz.uni-mainz.de/unfallanzeige/) (in German).

**Damage liability for vehicles:** Approval for the use of a personal vehicle on a business trip does not necessarily mean assumption of liability for material damage. Decisions on this matter can only be made after an investigation of each particular case.

**Occupational health consultation:** For trips to the tropics, subtropics, and regions with a high risk of climate-related strain or infectious disease, an in-house occupational health consultation is mandatory. For employees located in Mainz, these consultations shall take place with the occupational health service at the University Medical Center subsequent to prior appointment (Tel. 06131-172233). You will receive a certificate from PA 5, which should be given to the office managing the funds at your institution to include the body bearing the costs and subsequently submitted to the occupational health office. Employees located in Gernersheim can visit any doctor's office specializing in travel medicine. A certificate from the university is not necessary. The doctor's office will issue an invoice, which you will submit to your faculty/division.

Business trips to affected areas (rule of thumb: between 30° north and 30° south) must be requested far enough in advance that there is time to make a consultation appointment and receive any necessary vaccinations. The costs of the appointment and any necessary examinations or vaccinations shall be borne by the relevant department; for externally funded staff, the costs must be borne by the corresponding project.

**Plane tickets:** Plane tickets can be booked through our partner travel agency CWT. To do this, you must send them a copy of the trip approval form via fax or email. It is therefore imperative that the trip request form be submitted correctly and on time, especially with regard to the cost bearer. Flights booked through CWT are billed through the Lufthansa AirPlus company card, which means that business travelers will not receive a personal copy of the bill as the cost of the flight and the CO<sub>2</sub> compensation will be billed directly to the responsible cost center. In cases where flights either cannot be or are not intended to be booked using the Lufthansa AirPlus company card, the traveler must pay the costs up front and then submit the bill with the business travel expense report.

The trip can be booked through Reisebüro CWT, Mergenthalerallee 73-75, 65760 Eschborn, Tel. +49 69 153218045, email: [central.de@contactcwt.com](mailto:central.de@contactcwt.com).

**Sustainable mobility for business trips:** JGU Mainz cooperates with book-n-drive in matters of mobility. Book-n-drive carsharing vehicles are available at JGU's main entrance near the colonnade. Employees can rent carsharing vehicles under special conditions for work-related purposes. Those interested in this option need to register on book-n-drive's website for Mainz University. Use of the vehicles with a personal customer card is billed to the user's personal account. Carsharing is equivalent to the use of a rental car in terms of travel cost regulations. Reimbursement for use on business trips can be granted if sufficient justification for the use of a rental car is provided in the specific case. Please include the reasons for use in the travel expense request form.

**Combining business trips with personal stays:** It is possible to combine a business trip with a personal stay. The supervisor or the organizational unit is responsible for determining the proportionality of the duration of the official business and the personal stay as well as for granting leave in GISBO. If personal travel takes place **before or after** the official business, the reimbursement for travel costs is limited to the route from the location of employment to the business destination and back to the employment location as well as the duration of a stay for the amount of time needed to complete the official business. In the case of air travel, the traveler is therefore required to submit a comparative quote showing the costs which would have been incurred if the flights had been booked solely for the dates required for the business trip. This quote must have been calculated at the same time that the actual flights were booked. The air travel cost comparison is to be submitted along with the request for travel cost reimbursement.

If personal travel takes place **before and after** the official business, only the costs for trips from the vacation destination to the business destination and back to the vacation destination can be reimbursed. Travel to and from the country visited on vacation is considered part of the personal stay and cannot be reimbursed.

**Travel cost compensation:** A request for the reimbursement of travel costs ("*Antrag auf Reisekostenvergütung*") must be submitted within six months from the day after the trip ends.

**Using third-party funding:** If costs are being reimbursed by a third party pursuant to their own cost regulations, any special regulations should be included with the request form for reimbursement.

**Text of the relevant law:** The Act on Travel Expenses (*Landesreisekostengesetz, LRGB*) in its amended form can be found in the download area of the Human Resources department (*Download-Center Personalangelegenheiten*, in German).