**Information regarding business trip procedures**

**Approval:** A business trip must be approved in writing by the appropriate unit. Make sure to give 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 application form is faxed (fax no. 39-23150) or emailed to the person responsible. The original application 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 traveling 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.

**Trips within Europe:** For business trips to EU member states or countries treated as such (EFTA states and the United Kingdom) you have to carry a so called secondment certificate (A1 certificate for coverage) with you. It is mandatory to apply for the certificate, which proves to the foreign social authorities that business travelers are already covered by social insurance in another country. Therefore, you are required to complete the application for secondment in good time before the start of the business trip to one of the above mentioned countries and sent it by e-mail to entsendung@uni-mainz.de. We will then apply for the secondment certificate (A1 certificate for coverage) at the responsible social security agency. Please find the application for secondment form online (Human Resources download center). The application for secondment does not replace the authorization for a business trip.

**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 (LRKG, State Law on Travel Expenses). This determination should be made on the basis of the trip business trip authorization; all special agreements are to be included with the application for a business trip and the application for reimbursement.

**Means of 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, and you have to use your private BahnCard, if you have one.

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 are no good reasons, reimbursement shall be € 0.15/km.

**Carbon Offsetting Flights:** Air travel on official business is subject to a carbon offset requirement based on a ministerial council decision. If you have to travel by air, a payment must be made to the Stiftung Natur und Umwelt Rheinland-Pfalz to compensate the climate-damaging carbon emissions caused by the flight. In accordance with the polluter-pays principle, the lump-sum compensation amounts are subsequently charged to the respective accounting objects from which the flight was paid for by Finance and Procurement. For more information, please go to www.verwaltung.personal.uni-mainz.de/ (in German).

**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.

**Accident Insurance:** During a business trip you are covered by accident insurance while performing business related tasks, while traveling to and from the place of business and while traveling at the place of business. In the event of a claim, the Unfallkasse Rheinland-Pfalz will examine each individual case if employees who are subject to collective agreements are involved. JGU's Human Resources (civil service law unit) will examine cases involving public servants.
An accident on a business trip must therefore be reported immediately, at the latest on return from the business trip. The relevant form can be found at [www.arbeitsschutz.uni-mainz.de/unfallanzeige](http://www.arbeitsschutz.uni-mainz.de/unfallanzeige/).

**Damage Liability for Vehicles**: Approval for the use of a private vehicle for a business trip does not necessarily mean acceptance of liability for damages. Decisions on this matter can only be made after an investigation of each particular case.

**Occupational Health Consultation (Arbeitsmedizinische Vorsorgeberatung, AMV)**: For trips to the tropics, subtropics, and regions that can cause climate-related strain or danger of disease, an advising appointment with the occupational health consultation office is mandatory. For employees located in Mainz, these advising sessions shall take place by appointment with the occupational health service at the University Medical Center (phone: 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 third-party-funded staff 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.

**Train Tickets**: For train trips, use JGU's customer discount (*Firmenkundenrabatt* or *FK*) for the Deutsche Bahn. Please note that the FK discount can only be used in combination with a BahnCard if it is a BahnCard Business. Tickets with the combined FK 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. You can apply for access to the corporate customer discount of Deutsche Bahn by sending an e-mail to PA 5. Please note that you need a private credit card. Moreover, you can obtain discounted tickets at any ticket window by providing the JGU customer number.

**Plane Tickets**: Plane tickets can be booked through our partner travel agency CWT. To do this, you must send them a copy of the approved business trip application (by e-mail or by fax). It is therefore imperative that the application for a business trip 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 but the costs incurred (including carbon offset) are charged directly to the corresponding cost center. 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.

For bookings please refer to CWT, Ludwig-Erhard-Straße 14, 65760 Eschborn, phone +49 69 153218051 fax: +49 6196 7772952-29999, e-mail: qmz.de@contactcwt.com

**Reimbursement of Costs**: The reimbursement of travel costs must be requested within six months after the trip using the respective form. The six-month deadline begins on the day after the end of the business trip.

**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, in German) is available via JGU’s Human Resources download center.