

Max-Planck-Institute for Nuclear Physics – Heidelberg

Application for approval of travel/business travel

1 of 3

The approved business travel application must be submitted to the travel office at least 3 days before travel commences.

Please note the provisions on pages 2 and 3.

Last name	First name	Place of residence	Email	
Department	Financing: cost center/project no.		Accompanying travellers	
Destination/town		Country ¹⁹	Departure date	Return date
Purpose of travel				
Business travel will be combined with private travel ¹¹ No Yes				
(If so, an application for leave must be submitted)			From	To

The trip is in the interests of the institute, all costs are financed by third party

No further information apart from date and signature is required.

Cost estimate (in Euros)

Travel	
Hotel	
Conference fees	
I expect reimbursement from the following third party... amounting to....	
Total costs (MPIK)	

I request an 80% travel advance in Euros to the amount of: ¹³ Note: a travel advance <u>requires</u> a prompt travel expense report after completion of travel.		
Name of Bank		
IBAN		
BIC/Swift		
Salary account	<input type="checkbox"/>	

Planned means of travel

Train 1st class Sleeping car* Rail card (business)
 Flight** Business class*

Institute car*

Passenger	
Passenger	
Passenger	

 To / from station / airport for entire distance
 Rental car*

Passenger	
Passenger	

Private car***

Passenger	
Passenger	

*** Justification**

* Justification necessary
 ** Attach (bonus miles) **travel expense report**
 *** See authorization field below for details

_____ _____ _____
 Place Date Applicant's signature

Technical supervisor: date and signature

The business trip is authorized as requested.

The business trip is authorized with the following modification:

Significant institute interest in use of private car is **not** acknowledged. **The MPIK does not assume liability for damages.**^{3a}

Significant institute interest in use of private car is acknowledged.^{3b}

_____ _____ _____
 Place Date Signature/Director's authorization/MPIK Supervisor

Application for approval of travel/business travel

Before submitting the application, please pay attention to the following notes and explanations.

If you wish to claim expenses, you must submit your claim within six month after completion of the trip.

Basic provisions

1. Approval of travel/business travel

Travel/business travel requires prior approval. Applications must therefore be submitted to the travel office before any bookings are made. All travel/business travel must be cost-efficient and economical.

2. Company cars

When travelling by car, institute-owned vehicles should be used. These must be booked in advance through the car pool after the trip has been approved. You can inform yourself about the availability of the vehicles at <http://www.mpi-hd.mpg.de/carbs>

3. Private cars

3a

As a rule, significant institute interest in the use of a private vehicle **is not acknowledged**, so that reimbursement is at the rate of 0.20 €/km, maximum 150 € per business trip. In the event of damages, there is no entitlement to claim for damages through the MPIK.

3b

If significant institute interest in the use of a private vehicle is acknowledged, you will be reimbursed at the rate of 0.30 €/km. You must justify this in accordance with the BRKG and have it signed by your supervisor. In the event of damages for which you are not to blame, you will be entitled to compensation through the MPIK.

4. Travel by train

For train journeys lasting up to two hours, only costs for 2nd class will be reimbursed.

5. Rail card

Before purchasing a rail card, please contact the travel office in order to clarify reimbursement options.

6. Travel by air

Flight costs will be reimbursed if there are scheduling or economic reasons, major time savings or if flight costs are lower than rail costs. For each flight, the corresponding section of the travel expense claim form relating to bonus miles must be completed. If a flight is missed through the fault of the person travelling, the latter shall bear the resulting extra costs.

7. Travel by taxi

Taxi rides are only permitted in exceptional cases and must always be justified. If justification cannot be accepted, travel expense reimbursement is determined according to § 5 Abs. 1 BRKG (0,20 €/km), for which reason the number of kilometers travelled must be indicated.

8. Rental cars

The use of a rental car must be justified in the application and requires approval. When submitting the travel expense claim, both the booking confirmation of the rental car and the return receipt for the rental car must be enclosed. It must be stated whether the kilometers travelled were for official or private purposes. Supplementary insurance costs cannot be reimbursed. There are car rental company agreements that already include these.

9. Travel agencies

Flight tickets, train tickets and hotels can be booked either directly online or via our internal online travel booking system (ORBS) or directly through the travel agency Reisebüro Westtours, berlin@westtours.de, tel. 030/526850 - 322. A one-time registration through our MPIK Travel Office is required in order to use ORBS. Please take note that we are given a major customer discount when rail journeys are booked via ORBS.

10. Conferences

When submitting the travel application, documents must be enclosed that indicate the conference times, the conference and participation fee and the services included therein. If the employee does not take part in the conference, he or she is required to reclaim the conference fee from the organizer. The advanced sum must be refunded to the MPIK immediately.

11. Combining institute travel with private travel

For travel with a private portion of up to 5 working days, a meaningful comparative offer (comparable booking class & provider and same booking day) must be submitted for the travel costs required for business purposes alone. If the trip is combined with a holiday of more than 5 working days, only the additional travel expenses directly incurred as a result of the business activity will be reimbursed (§ 13 BRKG). A comparative offer must also be submitted in the event of extension over a weekend. Please always clarify such matters with the MPIK Travel Office in advance.

12. Overnight stays

Overnight stays in Germany that exceed the amount of 60,-€ must be justified. Justification is not necessary when hotels from our hotel list are booked (Intranet). Different rates apply abroad, depending on country and location. Every hotel bill must be made out to the address of the Max Planck Institute for Nuclear Physics in connection with the name of the traveler(s).

13. Travel advance payment

If travel costs of € 200.00 or more are anticipated, advances (up to 80% of expected travel costs) may be granted upon request.

14. Receipts

All receipts (tickets, vouchers, train tickets, plane tickets, boarding passes, etc.) must be attached to the travel expense report. This also applies to receipts that were paid by the institute. Costs will only be reimbursed upon presentation of original receipts. When a credit card is used for payments abroad, the costs can only be refunded if a copy of the credit card statement is submitted.

15. Time limit

The time limit for reimbursement of travel expenses is six months after completion of the trip. After this period, the claims expire and any costs and advances already paid must be refunded to the MPIK.

16. Failure to travel, cancellation fees

The traveler is obliged to cancel all disbursed costs and to explain the reasons for the cancellation.

17. Third party reimbursement

If the entire costs are financed by a third party and the trip is in the interests of the institute, there is no entitlement to remuneration under the BRKG. For insurance reasons, an application must always be submitted indicating the existence of an institute interest in the trip.

18. Health insurance abroad

For trips abroad, we recommend that you take out private health insurance at your own expense.

19. G35 – medical care for business travel

Please note the information on the next page on the legal obligation to undergo a medical examination before commencing a work assignment abroad under special hazardous climatic and health conditions.

If you have received an advance payment or the institute has pre-financed part of your travel expenses (ticket / flight ticket / conference fee, etc.), a travel expense claim must be prepared using the provided form upon completion of the trip:

<https://www.mpi-hd.mpg.de/mpi/fileadmin/files-mpi/intern/Verwaltung/dienstreisenformulare/Abrechnung.pdf>

By signing the travel expense report, the traveler declares truthfully that he/she has actually incurred the stated costs and will not receive any additional reimbursement from parties other than the MPIK. Incorrect information represents a breach of duty and constitutes fraud under the provisions of §263 StGB.

Please contact the MPIK Travel Office if you have any questions

reisen@mpi-hd.mpg.de
 Annegret Gawenda (tel. -441)
 Christine von Riegen (tel. -214)
 Bothe-Laboratory, Office 118

G35 - Medical Provisions for Business Travel

Are you planning a business trip?	
	YES
Is a G35 consultation mandatory for your destination? Check the recommendations for your destination at http://www.die-reisemedizin.de/reiseziele/laender_a_z.html ; if the note "Beruflich unterwegs" appears, consultation is mandatory!	
NO	YES
Does your destination have a poor infrastructure? This means, for example, long distances to the nearest hospital, or simple accommodation in tents and containers, etc.	
NO	YES
Should your business trip be considered physically strenuous? This is the case if, for instance, you must work outdoors, travel to destinations above an altitude of 1500 m, have long flights, an extreme climate etc.	
NO	YES
Is your individual ability to travel impaired? This is the case if you have a pre-existing condition such as a heart, circulatory or lung problem, thrombosis, immune deficiency and/or are pregnant, etc.	
NO	YES
Are you unsure of the medical problems your business trip could entail? If you are unsure how to assess your trip after answering the above questions, please seek out advice.	
	YES

This checklist is designed to help you and your supervisor determine whether medical screening is required or recommended for your planned business trip.

It does not substitute for individual consultation with occupational safety, which you can make use of at any time.

The obligation to participate in an appropriate medical consultation is based on the insurance regulation **DGUV Principle G35 "Working abroad under special climatic and health conditions"**.

Please clarify well in advance before the planned start of your business trip whether medical precautions are necessary, since preventive measures such as vaccinations can take several months!

If the listed conditions are met, the G35 precautions are mandatory, i.e. you may only start your business trip if you have taken part in the consultation.

If the institute medical service recommends measures such as malaria prophylaxis, you are free to decide whether or not to take them. Not doing so may affect your insurance coverage, however.

Preventive measures for private travel may not be undertaken by the institute medical service, even if the private trip is started in conjunction with the business trip.

The G35 consultation and precautionary measures recommended for the business trip and associated activities are provided free of charge!

The institute medical service is obligated to maintain medical confidentiality.

G35-Medical provisions

Medical precautions for travel in accordance with DGUV G35 are required or recommended for your trip, i.e. you may only start your business trip if you have taken the G35 precautions:

Please make an appointment with our institute physician.

Central organization of institute medical appointments at the MPIK is handled by

Occupational Safety

at the e-mail address termin.betriebsarzt@mpi-hd.mpg.de