

## Application for approval of a business trip

The reimbursement is to apply within 6 month upon completion of the business trip.

Please mark applicable • or complete					
1.	Applicant (surname, first name): <span style="float: right;">Internal booking number:</span>				
2.	Destination: <span style="float: right;">The business trip will be associated with a private stay (from – to):</span>				
3.	Purpose of business trip:				
4.	Further persons who attend the business trip (name):				
5.	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Beginning of the business trip (<b>date</b>):</td> <td style="width: 50%;">End of the business trip (<b>date</b>):</td> </tr> <tr> <td> <input type="checkbox"/> Home      <input type="checkbox"/> office (FIAS, Uni etc.)         </td> <td> <input type="checkbox"/> Home      <input type="checkbox"/> office (FIAS, Uni etc.)         </td> </tr> </table>	Beginning of the business trip ( <b>date</b> ):	End of the business trip ( <b>date</b> ):	<input type="checkbox"/> Home <input type="checkbox"/> office (FIAS, Uni etc.)	<input type="checkbox"/> Home <input type="checkbox"/> office (FIAS, Uni etc.)
Beginning of the business trip ( <b>date</b> ):	End of the business trip ( <b>date</b> ):				
<input type="checkbox"/> Home <input type="checkbox"/> office (FIAS, Uni etc.)	<input type="checkbox"/> Home <input type="checkbox"/> office (FIAS, Uni etc.)				
6.	<p>The business trip will be done by:</p> <input type="checkbox"/> bus / train (second class) <input type="checkbox"/> ICE (second class) <input type="checkbox"/> plane <input type="checkbox"/> rented car <sup>1</sup> <input type="checkbox"/> as a fellow passenger in the car of _____ <p><b>Justified reason for a considerable business interest for No. (1 or 2):</b></p>				
7.	Reimbursement from a <b>third party</b> (name of the Institute or company): <input type="checkbox"/> to the full extent <input type="checkbox"/> only through the amount of _____ €.				
8.	<b>Estimated cost</b> (including accommodation, daily allowance, etc.):				
9.	<input type="checkbox"/> I ask for an advanced payment in amount of: _____ Euro				
10.	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Herewith I confirm the accuracy and completeness of my statement.</b>   <b>Traveller:</b>             _____            Frankfurt, date and signature         </td> <td style="width: 50%; vertical-align: top;"> <b>Supervisor:</b>             _____            Frankfurt, date and signature         </td> </tr> </table>	<b>Herewith I confirm the accuracy and completeness of my statement.</b>  <b>Traveller:</b>  _____ Frankfurt, date and signature	<b>Supervisor:</b>  _____ Frankfurt, date and signature		
<b>Herewith I confirm the accuracy and completeness of my statement.</b>  <b>Traveller:</b>  _____ Frankfurt, date and signature	<b>Supervisor:</b>  _____ Frankfurt, date and signature				

The business trip is approved as submitted.

more information on page 2

Date: \_\_\_\_\_ FIAS administration

## Information:

### Approval of Business Travel

Every form of business performed outside the normal work place must be submitted to the designated advisor, superior in charge or his representative for approval. Before embarking upon business travel this approval must be sought from either an advisor, a project manager or the superior in charge. The application for a business trip should be submitted well in advance in order to be processed before the trip.

When approving travel, please consider whether the trip is necessary and if travel could not be substituted with a more cost-effective type of communication (such as a telephone or video conference). The duration of travel should be kept to a necessary minimum.

### Business trips to other European countries

For business trips to other European countries, a "Certificate A1" must also be completed, which proves that the employee is covered by social insurance via the home country. This applies to business trips to the EU, the European Economic Area (EEA) and Switzerland.

### Travel advance

According to prior agreement it is possible to pay invoices directly from FIAS. In that case the invoice must be addressed to FIAS.

However, if the traveler still needs an advance payment for his trip, a transfer of only 80% of the remaining projected costs is possible. The advance payment will be subtracted from the total on the travel expense form.

If an expense report is not submitted within 6 months or if for some reason a report is not to be submitted to FIAS, the advanced sum or paid invoices must be repaid to FIAS immediately.

### Report Form and Deadline

Expenses for business travel should be reported using the form to the accounting for travel department as soon as possible and at the latest within 6 months of the last travel day. Please note, that for our year-end accounting we must have your expense report for that year by the 15th of December. Travel expense reports from trips during the period from 15-31 December must be submitted by 15th of January of the following year.

For a business trip only one expense report form has to be filled out, regardless of whether the travel involved trips to different places or countries.

All costs to be reimbursed must be listed in the expense report and the corresponding original invoices must be attached.

All used ticket stubs (bus, train, airplane boarding pass) should be attached to the expense report.

### Proper Order of Receipts

Reimbursement of expenses will only be made if the receipts meet the following requirements:

- The receipt must clearly state the kind of expenditure
- The receipt must be dated
- Taxi receipts must contain the following information:
  - Place of departure and arrival
  - Date of trip
  - Cost of trip
- Receipts less than €150 must contain the VAT (Value added tax/ Umsatzsteuer)
- Receipts over €150 must contain the VAT as a separate amount

When booking on-line, make sure an invoice is sent. A booking request or booking confirmation is not the same as a proper invoice, even if prices are listed

**Invoices for accommodations must be addressed to FIAS (with full address) otherwise costs for meals can't be reimbursed in full and it could be impact of the reimbursable amount of accommodation costs.**

Further information is available on the FIAS homepage under: <https://fias.institute/en/office/travel-reimbursements/>

- FIAS Guidelines for Business Travel
- contacts
- forms