

Fact sheet on business trips

A **business trip within Hamburg** is a short trip and does not require a business trip application. Only a written approval is required from your supervisor, which can also be sent by email. Please send this to finances.cui@uni-hamburg.de once it has been approved.

The costs incurred can be reimbursed via Auslagenerstattung.

The following steps must be followed in order, when planning and realizing a **business trip outside Hamburg**:

1. Business trips are currently only possible to a limited extent depending on the Corona situation in the destination country. Before planning a business trip, please always check the current UHH regulations.
2. Plan the trip and identify the estimated costs.
3. Apply for funding to the person responsible for the resources via the form [Application Form Travel Program](#) - this form can only be found on the CUI website. (Responsible for resources: Hans Behringer/Anika Ostermaier-Grabow)
Please send this form to the CUI office. cui.office@uni-hamburg.de
4. After approval has been granted, a [Work-Related Travel Request Form](#) must be submitted immediately and sent to the CUI finances team finances.cui@uni-hamburg.de. This request ensures that the traveler is insured during his/her business trip. Furthermore, an advance payment can be requested via this request form. The form must be signed by the supervisor and the person responsible for resources. Only with both signatures the business trip is considered approved.
The Work-Related Travel Request Form will be forwarded to the business travel team by the CUI finances team.
After forwarding the request to the business travel team, the business travel team will usually contact the traveler to advise him/her on booking options, travel regulations, instructions, restrictions, etc.
At the moment, the recommendation is not to book the cheapest flight but the flight that can be cancelled at the lowest possible cost in case of a Corona-related cancellation or restrictions. This is usually possible when the booking is placed directly at the airlines.
5. **Attention!** When travelling to another EU country as well as to Iceland, Liechtenstein, Norway and Switzerland (EFTA-countries), an **A1 certificate** is mandatory. The A1-certificate proves that

the traveler is subject to German social security regulations and prevents local social security contributions from becoming due when working abroad. In addition, please note in the case of an occupational accident in certain countries (especially Italy, Austria and Switzerland), the legal accident insurance can only be claimed if the A1-certificate is presented in addition to the European Health Insurance Card.

The A1 certificate must be applied for by the Human Resources Department before the start of the journey. **Therefore, when travelling to EU countries as well as to Iceland, Liechtenstein, Norway and Switzerland, the traveler must contact the respective personnel department (currently Mr. Michael Simon) immediately after planning the business trip (before departure).**

6. **Attention: the trip is only allowed to be booked and can only be reimbursed after points 1. – 4. (resp. 5.) have been followed.**

According to the legal requirements, reimbursement of expenses is not possible without prior authorization.

7. After the trip has taken place, the costs can be reimbursed via the [Refund of Travel Costs](#). It is important that all travel receipts are attached to the travel expense claim.

The travel expense claim must be sent to the CUI finances team if funding has been requested via the CUI cluster in advance. This can initially be done by email (PDF). The CUI finances team forwards all documents to the business travel team.

Furthermore, please note that all trips that have not been applied for in advance via CUI (see point 3.) cannot be financed from the cluster funds. The business travel team will subsequently ask the traveler to submit the original travel expense claim including receipts in paper form. This can be done, e.g. by internal post, directly to the business travel team (Team Dienstreisen, 731, Mittelweg 177). Until then, the reimbursement will be made subject to subsequent verification of the original documents by the business travel team.

All forms can be found on the CUI website under "Links and forms": [Links and forms](#) or on KUS Portal [Work-related travel : Staff Service Portal : Universität Hamburg \(uni-hamburg.de\)](#)

If you have any questions, please do not hesitate to contact the CUI finances team. (Bastian Wulf/ Cindy Hirsch) finances.cui@uni-hamburg.de