

## Fact sheet on business trips

A **business trip within Hamburg** is a short trip and does not require a work-related travel request. Only the application form travel and a short-written approval from your supervisor is required, which can also be sent by e-mail. Please send both to [finances.cui@uni-hamburg.de](mailto:finances.cui@uni-hamburg.de).  
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. 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)  
The application must be submitted at least 2 weeks (business trips within Germany) or 4 weeks (all business trips outside Germany) before the start of the trip. Applications at short notice will only be approved in exceptional cases.  
Please send this form to the CUI Finances [finances.cui@uni-hamburg.de](mailto:finances.cui@uni-hamburg.de)  
Information to the conference/workshop must be attached in form of a program, invitation or similar as PDF or screenshot.  
In case of a booked/confirmed beam time, a confirmation (e-mail or similar) from the institute must be attached.
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](mailto: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.

5. Holiday/Leave combined with a business trip:

A maximum of 5 working days of holiday may be combined with a business trip.

If a business trip is combined with a private trip, the reimbursement of travel expenses shall be rated as if only the business trip had been made. The reimbursement of travel expenses may not exceed the costs resulting from the actual travel.

Alternative quotes for travel expenses for the day of arrival and/or departure (when only official business would be taken place) must be included as proof.

If more than 5 working days of leave/holiday are combined with a business trip, the private trip takes precedence and the following guidelines apply:

- Only additional expenses incurred for the completion of official business will be paid, including conference workshop expenses, additional travel expenses at the place of official business, and accommodation expenses at the place of official business. Flights, train journeys, etc. from the place of residence to the place of official business cannot be reimbursed.

6. **Attention!** When travelling to another EU country as well as to Iceland, Liechtenstein, Norway and Switzerland (EFTA-countries), an **A1 certificate or other certificate of posting** is mandatory. The A1-certificate/certificate of posting proves that the traveler is subject to German social security regulations and prevents local social security contributions from becoming due when working abroad.

If the existence of a social security obligation in the country of posting cannot be proven, you are in principle subject to the legal requirements applicable abroad.

The absence of a certificate of posting can have unpleasant consequences for both you and the employer during these checks (including fines, immediate suspension of work, refusal of access, payment of social security contributions according to the law of the country of residence, double taxation). 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/certificate of posting is presented in addition to the European Health Insurance Card.

The A1 certificate/certificate of posting must be requested by the Human Resources Department at the health insurance company before to the start of the trip. **Therefore, when traveling abroad, the traveler must apply for the A1 certificate/certificate of posting via the application ([docx](#)) in the KUS-Portal before the start of the trip.**

The following data are required for the issuance of the A1 certificate/certificate of posting:

- work-related travel request (signed by all parties)
- Address of the venue (university, institute, etc.)
- Address of the accommodation in the host country
- Period of the trip.

The application must be submitted via [sharepoint.uni-hamburg.de](https://sharepoint.uni-hamburg.de) approx. 2-3 weeks before the start of the business trip, as it is not possible for the Human Resource Department to apply for an A1 certificate at short notice.

If the country is not an EU/EEA country and there is no bilateral social security agreement, no A1-certificate/certificate of posting will be issued.

In this case, the German social security regulations continue to apply. Nevertheless, it is important to report the posting to the HR department.

Further information and application for the A1 certificate/certificate of posting:  
[Information Sheet on Work-Related Travel / Posting Abroad : Staff Service Portal : Universität Hamburg \(uni-hamburg.de\)](#)

7. **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.

8. 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 original (print outs)** of the travel expense claim with the receipts to be reimbursed must always be sent to the CUI-Finances team if funding has been requested through the CUI cluster. The CUI Finances team will forward all documents to the Travel team.

**Furthermore, please note that any travel that has not been requested in advance through CUI (see item 3.) cannot be funded through cluster funds.**

Please note that the costs for meals during the business trip are not included and will not be settled in the travel expense claim. These costs will be covered by the per diem allowance of the respective destination and will be calculate and added by the Travel team. You have the possibilty to apply for it in the travel expense claim.

**Important:** The decision and review regarding the reimbursement of travel expenses is the responsibility of the 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](mailto:finances.cui@uni-hamburg.de)