



„TU Dresden – Mit der Welt verbunden“ / „TU Dresden – Connected to the World“

ZUK-Förderprogramm zur Umsetzung der Internationalisierungsstrategie der TU Dresden / Institutional Strategy Funding Programme for the Implementation of TU Dresden's Internationalisation Strategy

Information on the reimbursement of travel allowances

The travel allowance of the Institutional Strategy (Zukunftskonzept) will NOT be paid as a flat rate, but is managed based on the Saxon Travel Expenses Law (SächsRKG) and the travel expense policy of the TU Dresden. This involves filling in a business trip request as well as the settlement of travel expenses.

Please, carefully read the following explanations for the application for and settlement of business trips. Should you have any questions, please do not hesitate to contact us under internationalisierung.zuk@tu-dresden.de or 0351 463-35747.

Business travellers

“are university lecturers, civil servants, employees and trainees actively employed by [the TU Dresden and, therefore,] the Free State of Saxony who undertake an official trip, and persons with whom the TU Dresden has concluded an individual agreement on the due/logical application of the Saxon Travel Expenses Law” (see travel expense policy of TU Dresden in accordance to SächsRKG).

On the business trip request form this group of people can select:

- Business trip (*Dienstreise*), completely in the work-related interest of TUD; travel costs that exceed the maximum level of funding of the Institutional Strategy must be paid by e. g. the recipient of funding's department/central unit/directorate. In this case, travel expenses will be reimbursed through a mixed calculation (by indicating the cost unit of the Institutional Strategy as well as the cost unit of the respective department/central unit/directorate).
- Education and training trip (*Aus- und Fortbildungsreise*), partly in the work-related interest of TU Dresden; travel costs that exceed the maximum level of funding of the Institutional Strategy must be covered by the recipient of funding him/herself.

ATTENTION: Already when submitting the application, the decision has to be made regarding the nature of the trip (Business trip – with funding by the Institutional Strategy and, if applicable, financing of the difference because of its “dual function of the purpose of the journey” or Education and training trip – with funding by the Institutional Strategy and, if applicable, financial participation of the recipient of funding). A subsequent modification is not possible.

When applying for and settling a business trip, the administrative processes of the Institutional Strategy are to be strictly adhered to. The SächsRKG applies!

In order to successfully handle the business trip request and the subsequent settlement of travel expenses, please consider the following information:

- Travels funded by the Institutional Strategy always have to be approved and settled by the Institutional Strategy first. Please refrain from forwarding travel expenses claims through your department/central unit/directorate to the department of "Travel Expenses" (Department 2).
- A travel application form has to be filled in up to Number 15 and submitted at the latest two weeks prior to the start of the trip to the Institutional Strategy for review and approval.
 - Number 14: authorized to issue orders/approvals: Supervisor of the applicant in the department/central unit/directorate or similar
 - Number 15: to be filled in by the Institutional Strategy regarding the travel allowance and, if applicable, by the person in charge for financing in the department/central unit/directorate or similar for the costs that are (in accordance with the SächsRKG) refundable and that exceed the funding by the Institutional Strategy (master cost center or PSP element need to be specified).
 - Number 16: to be filled in by the travel cost reviewer of the Institutional Strategy
 - Number 17: to be filled in by the supervisor of the applicant
 - Number 18: An advanced payment on the expected travel expenses may be requested at least two weeks prior to the trip, but not earlier than four weeks prior to the trip. Payments that have already been made, such as airfares, can be refunded 100% in advance, given appropriate proof (e.g. invoice, evidence of payment). Calculated travel expenses can be refunded up to 80%. Bills (e. g. by the travel agency of TUD – FCm Travel Solutions) which have to be settled before the trip, need to be handed in at the Institutional Strategy together with the original business trip request form and the explanatory statement on the invoice with precise details of financing.
- The travel expenses claim has to be filled in (as well as signed) completely in accordance with the actual itinerary and the incurred expenses. The supervisor only has to sign the travel expenses claim as "factually accurate" in the case that the actual costs are higher than the initially calculated travel expenses. Please, do not hesitate to contact the Institutional Strategy should any questions arise. All receipts have to be enclosed in the original. All settlements have to enclose a copy of the grant.
- Business trips on which invoices have been prepaid (e.g. for flight/rail tickets or hire cars) or advance payments have been instructed must be settled no later than 2 months after the completion of the trip.

- If reimbursement of the travel expenses is not claimed (in written form) within six months starting from the day after completing the trip, the entitlement to reimbursement expires.

Bookings and invoicing through the TU Dresden

- Booking of flight and rail tickets, rental cars and hotels: In preparation of travels, bookings for rail and flight tickets and rental cars abroad have to be made through the travel services of TU Dresden, the travel agency FCm Travel Solutions (dresden@de.fcm.travel); for the booking form please see [here](#). Please note that for bookings through FCm Travel Solutions the business trip request form has to be signed by the Institutional Strategy and submitted as copy/scan. Without a signed and approved business trip request form, FCm Travel Solutions does not arrange any bookings on the account of TU Dresden.
- Booking of rental cars for use within Germany and/or Europe: EUROPCAR (via Directorate 4, Group Transportation and Traffic). Should you book with a different provider, comparison quotes (*Vergleichsangebote*) have to be handed in together with the settlement of the travel expenses.
- Hotels: Please make use of the free [HRS Business Portal](#) (Hotel Reservation Service).

Only invoices of FCm Travel Solutions and EUROPCAR can be authorized directly by TU Dresden for payment. All other necessary travel expenses have to be covered by the travelers in advance. In order to minimize the financial burden for the recipients of funding through advanced payment, the Institutional Strategy highly recommends to book rail and flight tickets through FCm Travel Solutions as the invoices will be directly sent to the TU Dresden for payment.

Invoicing

For all bookings that are associated with the business trip and for which funding was granted by the Institutional Strategy, please use the following invoice address:

Technische Universität
Zentraler Rechnungseingang
Cost unit (please check with the Institutional Strategy)
Zukunftskonzept
01062 Dresden

Please note: Should the expenses for breakfast not be included in the total costs of the hotel invoice but be shown separately, please indicate TU Dresden (addressee: TU Dresden, 01062 Dresden) as invoice address. Otherwise (e. g. when giving your private address or only the name), the expenses for breakfast cannot be reimbursed.

Booking on the internet

Should recipients of funding book a train/flight/accommodation directly on the internet, the lowest-priced offer has to be chosen.