

## Excursions: Leaflet for Teaching Staff

valid from: 01.02.2024

**Excursions** are courses that take place at locations outside the university campus and require some travel. They serve or complement the study.

*Please note:* For **local trips** (e.g. visiting a local museum) without particular costs, you don't need to apply for an excursion.

### At a glance

- When planning, pay attention to: minimum number of participants, budgets, and departmental needs
- Before the excursion: obtain timely approval from the Rectorate both for the excursion and for your personal business trip
- During the excursion: keep all receipts
- After the excursion: application for reimbursement within 2 months

### Planning & Application

- Excursions are supported by the department and must be coordinated with it.
- Excursions may only take place after written **approval** by the Rectorate, based on the respective **application form**. In case of multiple departments involved, a joint application is sufficient.
- Excursions are only possible with a **minimum of 5 students**. A **second accompanying person** is possible only in case of 10 or more students.
- Teaching staff take part as part of a **business trip**. Each teacher must complete a **business trip application form** for the HR department.
- The **costs of the students** are borne proportionately (maximum 50%).
- Timely submission of these applications via the secretariats:
  - Domestic excursions: **at least one week** before the excursion
  - International excursions: **at least four weeks before** the excursion

### Financing

- **Domestic travel** is financed from the departmental budget(s). A maximum of **€ 300.00** per student can be paid per year.
- **Travel abroad** can be subsidized by the state. For this purpose, an estimate is requested every year. It does not yet constitute an approval.
- If no fixed amount has been approved by the Rectorate, student expenses can be reimbursed on a pro rata basis (up to 50%), provided that sufficient funds have been made available by the Ministry.

### Costs & Reimbursement

- The costs must be **advanced**.
- The costs are billed in accordance with the applicable rules for business trips (State Travel Expenses Act).
- Submission of the following documents **to the Human Resources Department within 2 months** after the end of the excursion:
  1. Application form for reimbursement of travel expenses at the personell department
  2. Approval application form and list of actual participants via the secretariats
  3. Short excursion report for international excursions (schedule and stations) via the secretariats

***Please also note the forms "Excursion Application", "Business Trip" & "Travel Reimbursement"***