

How to Fill in a Travel Expense Claim

The following is intended as a guide. Some of the relevant statutory provisions have been included for your information. Please complete the entire form. If you have any questions, please contact us at reisen.uhh@uni-hamburg.de or +49 40 42838-4310.

1. First page

- Have you included the faculty/department/office?
 - Listed the cost center or WBS?
 - Fully and correctly listed all travel/business dates/times?
 - Provided a hotel invoice issued to Universität Hamburg? [Section 8 Hamburg travel expenses act (Hamburgisches Reisekostengesetz, HmbRKG) in conjunction with Section 10 HmbRKG, Section 7 German federal travel expenses act (Bundesreisekostengesetz, BRKG)]
 - Attached your flight schedule?
 - Where applicable, included a printout of the route to document the distance traveled?
 - Attached the approval for private vehicle use? [Section 6 HmbRKG; Section 5 subsection 2 BRKG]
 - Where applicable, included the invitation to, or program of, any conferences or congresses attended?
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2. Second page

- Where applicable, listed any advance payments and discounts received?
 - Listed any free meals under '1) Comments' (Breakfast/lunch/dinner and dates/times)? [Section 12 subsection 1 HmbRKG; Section 6 subsection 2 BRKG]
 - Provided justification for any taxi/rental car use, in '1) Comments'? [Section 5 subsection 3 HmbRKG; Section 4 subsection 4 BRKG]
 - Included the names and kilometers traveled by any other passengers as an itemized list in '1) Comments'?
 - For hotel costs exceeding the allowance, provided justification in '1) Comments'? [Section 10 HmbRKG, Section 7 BRKG]
 - Where applicable, provided reasons for any domestic flights in '1) Comments'? [Section 5 subsection 1 HmbRKG]
 - Signed by the person traveling for work-related purposes?
 - Where applicable, signed by the Resource Manager?
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Final steps

- Have you attached your application for/notification of work-related travel (if not already ensured its submission to the Travel Management Team)?
- Have you included original receipts (hotel invoice, rail ticket, flight ticket, boarding cards etc.)?
- Is the claim within the six-month limitation period? [Section 3 subsection 5 HmbRKG; Section 3 subsection 1 BRKG]