

Information about Granting Separation Allowance Last updated: 20 December 2023

The information below provides an overview of the procedure, requirements, and individual benefits involved in granting a separation allowance.

1. Separation allowance—general information

The granting of a separation allowance is based primarily on the German federal Trennungsgeldverordnung (TGV) in conjunction with the Hamburg travel expenses act (Hamburgisches Reisekostengesetz, HmbRKG) and/or German federal travel expenses act (Bundesreisekostengesetz, BRKG). The German federal moving expenses reimbursement act (Gesetz über die Umzugskostenvergütung für die Bundesbeamten, Richter im Bundesdienst und Soldaten, BUKG) also applies.

2. What is a separation allowance and who is eligible to receive it?

2.1. What is a separation allowance?

The term “separation allowance” covers various types of reimbursement for expenses incurred by a work-related measure—especially deployment or secondment—to a location other than your previous place of work.

Approval for a separation allowance is predicated on housing **outside the catchment area** of your new work location (Universität Hamburg, specific building) -> at least 30 km between your residence and your new place of work (shortest, most commonly traveled route regardless of actual route).

2.2. Who is eligible for a separation allowance?

Anyone promised reimbursement for moving expenses and a separation allowance when offered an appointment (**moving expenses reimbursement pledge**). Only the applicant is eligible. Other members of the household (e.g., spouse, children) are not taken into account as a rule.

To receive a separation allowance, you must be **unconditionally willing**, but unable to move to your new place of work due to a **shortage of housing** from the time the reimbursement of moving expenses is approved.

As soon as you assume your position, you need to demonstrate your willingness to move by proving ongoing active and specific measures (“efforts to obtain housing”), despite no housing having yet been found. Proof may take the form of your own search ads on the standard housing platforms; responses to ads by landlords; correspondence with housing associations, co-ops, etc.

Simply submitting requests for housing is not sufficient, nor may you limit yourself to a particular apartment or apartment in a specific area or, for example, to a neighborhood or district in the immediate vicinity of your office and/or the University.

Once the housing shortage has been addressed—i.e., from the day on which you move or can move into suitable accommodation—separation allowance will only be paid if there are special personal **reasons to delay moving** (e.g., child must remain in local school until end of the school year).

3. Types of separation allowance

The separation allowance is offered for the first 14 days after you have arrived to assume the position (3.2).

From the fifteenth day, you are entitled to a per diem allowance (3.3) and an overnight-stay allowance (3.4).

3.1. Travel to commence employment

If you are traveling to commence employment in the new position, you also need to send a completed travel expense claim. You must be able to provide travel documentation proving the time and location of your departure. You need to submit your request at the latest 6 months after completing travel.

3.2. Travel expense allowance

A travel expense allowance is paid for the first 14 days after you have arrived to assume your new position (see 3.2). To qualify for this, you must be unable, and not reasonably expected to return home on a daily basis. Traveling back home regularly is not reasonable if a round-trip journey using regular transport exceeds 3 hours or your total absence from your home exceeds 12 hours.

The travel expense allowance covers the following:

3.2.1. Per diem allowance:

Lump-sum compensation for meals:

- Period of absence 24 hrs: € 24.00
- Period of absence 8–24 hrs: € 12.00
- Period of absence 0–8 hrs: € 0.00

3.2.2. Overnight-stay allowance:

There is a flat rate of €20 for every necessary overnight stay. If overnight expenses are higher, you need to submit the original invoice and justify the necessity.

3.2.3. Travel expense allowance:

You will be reimbursed for necessary expenses for regular transport (e.g., bus or **train**) between your office and your work location. As a rule, the allowance is limited to the expense of a ticket for the lowest class (generally second class).

The necessary expenses for rides with irregular transport (i.e., **your own car**) are reimbursed in the amount of 20 cents per km. The entire sum of the mileage allowance may not exceed the amount that public transport would incur.

If for compelling reasons you need to take a taxi or rental car, these expenses can also be reimbursed. When you submit your documents, include a compelling reason for their use.

Without a compelling reason, you can be reimbursed only for the price of the regular public transport upon submission of the original receipts.

If you travel home daily or if doing so is reasonable, you will be reimbursed for travel expenses, or receive a mileage or passenger (car-pooling) allowance.

3.3. Per diem allowance

To compensate for additional meal expenses, you can receive a per diem allowance, not to be confused with a travel expense allowance. The per diem allowance is paid out **every month retroactively** on the basis of **proof of claims** that can be submitted only after a decision about a request for a per diem allowance has been made. Proof must be submitted by the cutoff deadline (one year after the end of the respective calendar month).

3.4. Overnight stay allowance

Overnight-stay allowance is granted if you can prove necessary accommodation expenses. Necessary expenses are reimbursed based on local conditions at the new work location. In this context, reimbursable costs are based on **the rental prices for a furnished one-room apartment at the Gästehaus der Universität Hamburg**.

See **current monthly rents here:** [Gästehaus der Universität Hamburg](#)

You must submit an original rental contract, hotel invoice, or similar as proof.

3.5. Travel expense subsidy

Spouses, civil partners (within the meaning of the Civil Partnership Act), or guardians receive a travel expense subsidy for every half month (15 days) for which they receive the separation allowance. Single employees receive the travel expense subsidy once for every month for which they receive a separation allowance.

Instead of traveling home yourself, you can also have your spouse, partner, or child visit you.

Travel expense subsidies are granted for the necessary expenses using regular transport (train) between your office and your work location. As a rule, the allowance is limited to the expense of a ticket for the lowest class (generally second class). For travel home, the allowance must be requested separately for each trip and you must submit proof for each trip. Here, too, the cutoff deadline is one year.

4. Requesting and receiving payment of separation allowance

A separation allowance is granted only on written request. To ensure your basic right to a separation allowance, you first have to submit a **separation allowance grant request** by the **cutoff deadline of one year after the start** of the work-related measure, i.e., the point at which you commence employment.

The request should be submitted as soon as possible after you commence employment. If you cannot retroactively prove your ongoing, unconditional willingness to move (2.2), you are not entitled to a separation allowance.

Complete the correct forms legibly and attach your **original receipts** and proof so that we can reimburse you as soon as possible.

The separation allowance may be reduced (3.2a and 3.3) if, *inter alia*, you are absent from the work location (and/or location for the work-related task).

It is therefore crucial that you carefully fill out and submit all forms, supporting documents, and proof.

You can find request forms for the separation allowance here:

[Staff Service Portal: Separation allowance](#)

5. Responsibilities

Send the completed request, including all supporting documents/proof, to HR (Team 631):

personalservice-631@uni-hamburg.de

After you accept your appointment, the staff of Team 631 (at the mail address above) will be happy to help you further.