

Checklist for the approval and reimbursement of conference and research trips (Employees of the University of Göttingen)

General requirements

- Only travel costs, accommodation costs as well as participation fees but no catering costs and daily allowances can be reimbursed. **Please note:** the accommodation costs for research trips within Germany can be subsidised only up to a max. of 40€ per night.
- The travel approval request must be submitted via Lucom-Portal.
- If you plan to combine your trip with more than 5 days of vacation, we are not allowed to refund the costs of the outward journey or the return trip.
- Business trips which are authorised retroactively cannot be refunded.

Application (at least 3 weeks prior to departure)

Please complete a travel approval request in Lucom as soon as possible (at least 3 weeks prior to departure). Forward your request to your direct superior or if necessary to the secretary of your institute (inform yourself before), as well as to Dr. Sabine Heerwart. For abroad trips or trips which will take up more than 7 days send your request also to Frau Wellmann (via functional address "Phil-Dekanat(Dienstreisen)") for the Faculty of Humanities or to Herr Hase (marcus.hase@theologie.uni-goettingen.de) for the Faculty of Theology.

Please note:

- **Business trips abroad** have to be authorised by the direct superior and the deanship of the Faculty of Humanities or the Faculty of Theology.
- **Business trips within Germany which exceed a duration of 7 days** also have to be authorised by the direct superior and the deanship of the Faculty of Humanities or the Faculty of Theology.
- Please tick on the travel approval request that you **do not apply for daily allowances** (this cannot be subsidised by GSGG).
- Please **by no means** tick any of the following options:
 - I irrevocably waive...
 - will be paid by third party
 - accommodation costs
 - ancillary costs
 - travel costs and flight costs

If any of these sections are ticked, we cannot refund you travel costs!

Settlement of travel costs (after completion of the trip)

Please fill in all costs into your travel approval request after the completion of your trip and upload all tickets and invoices (**for air travel, be sure to submit the boarding cards as well**). Then you have to forward the process to Frau Kofahl (via the functional address „Phil-Dekanat (Dienstreisen)“) for the Faculty of Humanities or to Herr Hase (marcus.hase@theologie.uni-goettingen.de) for the Faculty of Theology.