

Application for approval of a field trip

Supervisor: Please submit a business travel application!	
Course specialisation:	

Dates on which trip will take place:		
Date:	From:	To:
Time of Day:	Departure:	Return:

The exact times are required in order to calculate daily subsistence allowance.

Destination: <i>If more than one destination will be visited, please list these individually</i>	
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Purpose of the trip: <i>(e.g. to visit the Biennale, museums etc.)</i>	
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1. Please select type of event from the following:

- External¹ event organised by the university that students must attend, e.g. presentations or exhibitions *(Minimum number of student participants: 5)*
- External event organised by third parties that students are attending as representatives of the university or in relation to their university course, e.g. competitions, presentations, exhibitions, partnership projects
- External event relevant to area of study that the students have chosen to attend of their own volition, e.g. competitions, 'Meister' courses
(Minimum number of student participants: 5); for these events, a maximum of 75% of the total reimbursable expenses under section 3(d) of the university Guidelines on Field Trips can be reimbursed.

¹ Outside of the Greater Hamburg area (not the total area)

2. Reimbursements (see section 3(d), Regulation on Field Trips). Please select from the following:

- Daily subsistence allowance (to be used to pay for meals)
- Accommodation allowance/___ nights/ __ participants
(Maximum allowance of 20 EUR/night. Youth hostel cards can be obtained from Ms. Schulze in the purchasing ('Beschaffung') department)
- Travel costs *(For your travel costs to be reimbursed, you must use the most cost-effective form of transport. Costs will only be reimbursed up to an amount equivalent to the most cost-effective ticket in the lowest class!)*
 - Rail,
 - Bus,
 - Plane
 - Own vehicle(s)
 - Number___
 - Kilometres travelled per car, if using own vehicle(s)_____(there and back)
Please ensure you fill in the liability disclaimer form!
- Additional costs, e.g. entrance fees, charges for participating in event etc.

3. **How the trip is to be funded/Advance payment**

Please select from the following:

- o Partly or entirely through funding allocated from the field trip budget line (Ms Stolley) in the amount of _____EUR *(You will only receive payment to cover the number of participants stated on the funding application form; if fewer students attend than anticipated, the payment will be reduced accordingly)*
- o _____EUR have been allocated from the following budget line_____
Release of the funds must be authorised in advance and in writing with the signature of the relevant budget manager



_____ Date

_____ Signed (budget manager)

- o I hereby request an advance payment in the sum of _____EUR *(usually a max. 75% of the total funds allocated to the trip)* by bank transfer to the bank account below:

Account Holder: _____

Bank Name: _____

BIC: _____

IBAN: _____

If the account holder is not the trip supervisor, then the account holder and the trip supervisor must both confirm that the agreed funds may be transferred to the account named above.

_____ Signed (Trip supervisor)

_____ Signed (Account holder)

4. **Please ensure you attach a complete list of ALL participants when submitting this form!**
(Please note that students who are on sabbatical leave, students who are no longer registered at the university, auditors and students who are only studying the relevant course as a minor subject are not permitted to take part in field trips!) Please also ensure that all names are spelt correctly to help identify students.

5. **Please ensure you attach a complete costs breakdown when submitting this form!**
(Please note that the costs breakdown must include all costs that will be incurred for all participants (except the supervisor). These must be broken down into accommodation costs, travel costs, additional costs etc.)

6. **Notes**

Receipts and other proofs of payment must be submitted within three months of the end of the trip in order to obtain a reimbursement. Reimbursements will not be made after this time. If an advance payment has been made, you must submit any receipts or other proofs of payment within six weeks of the end of the trip.

Payment allocations/travel reimbursements can only be granted insofar as budgetary constraints permit; there is no automatic right to reimbursement.

Payment of travel costs for supervisors must not be made from the field trip budget line.

Applications must observe the rules set out in the Regulation on Field Trips dated 15 January 2015.

I declare that the information provided is correct and complete to the best of my knowledge and that I will immediately inform the university of any changes.



Date

Signed (Field Trip Supervisor)

The above field trip is

authorised

refused

Date

Signed (President/Vice Chancellor)

If you have any questions about field trips, please contact
HR Department,
Hannelore Voget
Wartenau 15
040/428 989 – 264 / hannelore.voget@hfbk.hamburg.de

Regulation of the HFBK Hamburg

on travel costs reimbursements and allowances for participating in external teaching events or other events relevant to students' fields of study (Field Trips)

1. Definitions and Basic Principles

Field trips form part of the HFBK Hamburg's general teaching and learning programme. Students taking part in field trips or other events relevant to their course of study can apply for reimbursement of their travel costs or grants towards their attendance in accordance with the following terms and conditions.

Field trips are defined as:

- External event organised by the university at which the student's attendance is compulsory, e.g. presentations or exhibitions (Minimum number of student participants: 5)
- External event organised by third parties which students are attending as representatives of the university or in relation to their university course, e.g. competitions, presentations, exhibitions, partnership projects
- External event relevant to area of study that the students have chosen to attend of their own volition, e.g. competitions, 'Meister' courses (minimum number of student participants: 5); for these events, a maximum of 75% of the total reimbursable expenses under section 3(d) of the university Regulation on Field Trips can be reimbursed.

2. Supervision of and Participation in Field Trips

Generally, field trips are accompanied and supervised by a member of the HFBK's regular teaching staff (professors, academic or artist members of staff, artistic workshop supervisors). In exceptional cases it may also be possible for the supervisor to be a lecturer, provided that their teaching contract includes the supervision of field trips. With the exception of lecturers, field trips are classed as business travel.

Only officially registered students of the HFBK Hamburg may be granted funding to participate in field trips. Persons who are not members of the university are not permitted to take part in field trips.

3. Costs reimbursements

Travel costs reimbursements may cover the actual costs of travel, mileage allowance, car-sharing allowance, daily subsistence allowance, accommodation costs and additional expenses. Reimbursement will be made in accordance with the Hamburg State Travel Costs Law (HmbRKG) in its current valid form, subject to the following constraints:

– Daily subsistence allowance

Maximum daily subsistence allowance for trips within Germany and abroad

For each complete 24 hour period of absence	€ 24.00
For each calendar day on which the student was absent for more than 8 and less than 24 hours, without an overnight stay	€ 12.00

– Accommodation allowance

Maximum daily accommodation allowance for trips within Germany and abroad

For each night spent away from home required for purposes of the trip	€20.00
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– Travel Costs

Privately-owned vehicles should only be used if no other suitable form of transport is available. If a privately-owned vehicle is used, a mileage allowance will be paid in the amount of 20 cents per kilometre actually driven; however, total mileage allowance payments must not exceed the cost of using public transport (lowest available class of travel).

If a privately-owned vehicle is used, the HFBK Hamburg does not accept any liability in the case of damage. Any agreements made between the vehicle owner with other people travelling in his/her vehicle as to liability remain their own responsibility. The vehicle owner, the driver of the vehicle and any other person(s) travelling in the vehicle must be made aware of this before the trip begins. Each person travelling in the vehicle must sign a written declaration to this effect that must be given to the supervisor of the trip before the trip commences. A sample template is attached to this form.

Rental cars may only be used if there are reasonable grounds for doing so, and will be organised, if approved, by the Planning and Steering Department (Purchasing).

– Additional expenses

Essential additional expenses (e.g. entrance fees, charges for participating in event, visa costs) will be reimbursed. This does not apply to tips, insurances (e.g. medical or travel insurance), maps or other personal items. Meals must be paid for out of the daily subsistence allowance.

There is no automatic obligation for the HFBK Hamburg to reimburse any costs. The HFBK Hamburg reserves the right to determine the amount and type of payment made in consideration of the budgetary resources available.

Lump sum payments may, if appropriate, be made, but must not exceed the maximum amounts set out in HmbRKG.

4. Application and Calculation of Costs

Applications to organise a field trip must be made in advance and submitted to the HR Department. The application form must be accompanied with a list of participants and a costs breakdown. Even if you do not intend to request any funding for the field trip, the trip must be approved in advance.

Travel costs and allowances must be applied for within the three month period following the end of the trip. The three month period begins on the day after the final day of the excursion.

The application for reimbursement of costs must include:

- A list of all participants
- Original receipts for reimbursable expenses (including rail tickets and boarding cards)
- If applicable, proof of payments by third parties
- Liability disclaimer form if own vehicle was used.

On application, an advance payment may be granted for anticipated costs to be incurred as part of the field trip.

5. Accident Insurance

All students and teaching staff (excluding those with German civil servant ('Beamte') status) are covered for accident by a public insurance scheme (German Social Code, Book 7). If teaching staff with 'Beamte' status are injured in the course of a business trip, they will receive benefits in kind under the regulations set out in the Hamburgisches Beamtenversorgungsgesetz.

Lecturers are not covered by any accident insurance. They may take out private insurance, but the costs for this will not be reimbursed by the HFBK Hamburg.

6. Effective from

This Regulation is effective as of 01.02.2015.

It replaces the former Regulation on the authorisation of travel costs reimbursements and allowances for participating in external teaching events or other events relevant to students' fields of study (Field Trips) of 01.04.2009

Hamburg, 15 January 2015

Dr. Neubauer, Vice Chancellor

Appendix: Liability disclaimer form

² Outside of the Greater Hamburg area (not the total area)

³ This rule does not apply to students on sabbatical or other leave or auditor students.

⁴ This is known as the 'minor' mileage allowance; a 'major' mileage allowance does not apply.

⁵ Rental cars should not be used exclusively to transport people. If car-sharing is used, then the rules for the use of own vehicle apply

