

How to organize a business trip



Step 1: (obligatory) Ask your supervisor for permission and for possible financial support. If a funding from within the work group is not possible, you may as well write a short letter addressed to the director of the graduate School, Stefan Weinzierl, and ask for financial support from the school. The necessary topics are:

- Your own name and address, date
- Purpose and date of trip
- Explanation on how this trip supports your work on your PhD thesis
- Cost estimates for flight/train ticket, accommodation and conference fee, statement if full board is included or not

Step 2: (obligatory) **a)** Always fill-in a travel request form ahead of your trip:
- 2 weeks ahead of a business trip within Germany
- 4 weeks ahead of a business trip abroad

The form called „**Dienstreiseantrag für Fachbereichsangehörige**“ is to be found under

<http://zope.verwaltung.uni-mainz.de/pa/formulare/reisekosten/drg>
or at your work group secretariat.

b) When duly completed and signed, leave this form with the work group secretary or the coordinator's office who will forward it to the next necessary processing colleague.

(c) After the bureaucratic process the travel request form will be returned to you with the signatures of the head of the Physics Institute / the dean of our department / and an HR responsible. It is an authorization. Keep it safely!

Step 1 and step 2 are obligatory for insurance purposes!

Step 3: (optional) Have a nice trip! ☺

Step 4: (optional) Should your business trip (or part of it) be refunded by the University, then another application form “**Antrag auf Reisekostenvergütung**” (to be found under <http://zope.verwaltung.uni-mainz.de/pa/formulare/reisekosten/rka>, or at your work group secretariat) should be filled in.

This „Antrag auf Reisekostenvergütung“-form should be forwarded to the work group-secretaries or the coordinator of the graduate school (if the school pays for the trip) after your business trip:

- Latest within 6 months after your return,
- with all the necessary enclosures (original of travel request form, all receipts of conference fees, hotel bills, train or flight tickets, or else)

Please do not staple your receipts, but stick them on a DIN A 4 paper.