

Universität Duisburg-Essen • 45117 Essen • FASi

To all Dean's Offices and organisational units  
and the Family Service Office

– internal mail –

### Rapid coronavirus tests as employee tests – regulation on the assumption of costs

15 October 2021

Dear Sir or Madam,

As a result of the current regulations regarding the obligation to take coronavirus tests and the related processes, tests are now free of charge in specific situations only. Costs to the amount of the special rate provided by UDE test centres will be covered by the University for staff members who are not immunised and require a rapid test to prove their 3G status as part of their official duties. In view of the overall vaccination rate, this is expected to apply to a small number of cases. Please find the details of the relevant regulations online at <https://www.uni-due.de/de/covid-19/teststrategie-en.php>.

The Dean's Offices and organisational units are to send the documents required for reimbursement to the Finance and Budget Division's Asset and Financial Accounting Department in consolidated form for each individual on a monthly basis, using the following forms:

- Account allocation form (Attachment 1; in German only)
- 'New creditor entry' form (Attachment 2, to be submitted once for each employee; in German only)
- List of payment receipts including the sum total
- Payment receipts

The account allocation form has been prepared accordingly. The relevant cost centre and fund or the WBS elements, as well as the sum total to be reimbursed must be filled in. Separate funds for reimbursement have not been made centrally available.

Kind regards,  
p.p.

Klaus Barcatta  
Head of Department  
Asset and Financial Accounting

Ludger Becker  
Safety and Health Engineer

**FINANCE AND BUDGET  
DIVISION  
ASSET AND FINANCIAL  
ACCOUNTING  
DEPARTMENT**  
Klaus Barcatta  
Head of Department

**OCCUPATIONAL SAFETY  
AND HEALTH SPECIALISTS**  
Ludger Becker  
Safety and Health Engineer

Tel.: +49 201 18 36677  
Fax: +49 201 18 3933166  
ludger.becker@uni-due.de  
45141 Essen  
Universitätsstraße 2  
T01 S03 B52  
www.uni-due.de

### Attachments

(see <https://www.uni-due.de/de/covid-19/downloads.php>

→ 'Bürgertests & Selbsttests' → 'UDE Teststrategie' → 'Anlage 1/Anlage 2'–

**Please note:** these files should not be opened in the browser. Instead, please download and open them using Adobe Reader. This way, the forms will already contain entries in important fields.)

#### Address Duisburg campus

Forsthausweg 2  
47057 Duisburg  
Phone: +49 203 379 0  
Fax: +49 203 379 3333  
After-hours postbox: LG building

#### Address Essen campus

Universitätsstraße 2  
45141 Essen  
Phone: +49 201 183 0  
Fax: +49 201 183 2151  
After-hours postbox: T02 building

#### Bank details

IBAN: DE40 3605 0105 0000 269 803  
SWIFT/BIC: SPESDE 3EXXX

#### Tax ID number

DE 811 272 995