







Business Travel Memo

| Train  | Plane  | Rental car  | Taxi  | Private vehicle  |
|--|---|--|--|--|
| <ul style="list-style-type: none"> For environmental reasons, take the train whenever possible. You may book first class for journeys of over two hours (including transfer time). Seat reservations will be reimbursed. BahnCard discount cards may be reimbursed if the price of a BahnCard is recouped for work-related travel. | <ul style="list-style-type: none"> Flights are only reimbursed if air travel is necessary for work-related or cost reasons (e.g. if the cost is significantly lower than train travel or the working time saved is at least one full work day). You may only book the lowest available class as a rule. If the total flight time exceeds five hours, you may book the next higher class, but no higher than business class. | <ul style="list-style-type: none"> Must be necessary for work-related reasons, e.g. <ul style="list-style-type: none"> if regularly scheduled means of transportation cannot be used if a work vehicle and regularly scheduled means of transportation are not available if using a rental car does not result in higher costs Additional costs such as fuel, parking fees and tolls will be reimbursed. <p>➡ When requesting reimbursement of travel expenses, you must submit documentation of your reason for using a rental car.</p> | <p>Use of a taxi, whether in Germany or abroad, is only permitted if</p> <ul style="list-style-type: none"> you have a train ticket that is only valid for a specific train (<i>Zugbindung</i>) but you cannot otherwise reach it in time or several work commitments are combined or you must travel between 10 pm and 6 am or regularly scheduled transportation is not available (or not in time) or using a taxi does not result in higher costs, e.g. sharing the taxi with several people or you have a severe disability with a degree of at least 50 and your disability pass contains a specific mark <p>➡ Your payment request for travel expenses must include the reason for using a taxi.</p> | <p>Use of a private vehicle is only permitted if no work vehicle is available. Use the shortest customary route.</p> <p>When you use a private car, 35 cent/km will be reimbursed; with this amount, the cost of comprehensive insurance with a deductible of at least €300 is considered covered.</p> |
| Accommodation | | | Meals  | |
| <ul style="list-style-type: none"> Always have the hotel invoice made out to the University of Duisburg-Essen. Hotel costs to be reimbursed in Germany: <ul style="list-style-type: none"> as a rule, €80 per night not including breakfast; in case of higher costs, evidence is required (e.g. specified conference hotel, travel during a trade fair leaves no alternative) up to €12 for breakfast if itemised on invoice Maximum hotel costs (not including breakfast) to be reimbursed abroad vary by destination country; a list is available here (in German). You will find the list of partner hotels with discounted rates here. The city tax may not apply if 'business trip' is stated on the hotel invoice. For overnight stays without a receipt, a lump sum of €20 per night within Germany or €30 per night abroad will be reimbursed. An additional overnight stay is permitted for absences of several days if departure before 6 am or arrival after 10 pm would otherwise be unavoidable. | | | <ul style="list-style-type: none"> Meals are reimbursed according to flat-rate daily allowances, which vary depending on the destination country, e.g. €24 for an absence of more than 24 hours in Germany. If meals are provided (e.g. by the hotel/conference/airline), the daily allowance is reduced (by 20% for breakfast and 40% for lunch and dinner). For work-related trips lasting more than 14 days, the daily allowance is reduced by 50% in Germany and by 10% abroad. For a work-related trip to more than one location abroad, always specify the dates of your stay (the dates you cross a border) because different daily allowance amounts apply. Specific expenses (e.g. receipts for food and beverages from a supermarket or restaurant) will not be reimbursed. | |

As a rule, the principles of economic efficiency, cost effectiveness and climate protection apply.
In general, public transport/trains are preferable to other means of transportation in Germany and abroad.

(As of: 12 November 2025)