How to Fill in a Travel Expense Claim

The following is intended as a guide. Some of the relevant statutory provisions have been included for your information. Please complete the entire form. If you have any questions, please contact us at reisen.uhh@uni-hamburg.de or +49 40 42838-4310.

1. First page
☐ Have you included the faculty/department/office?
☐ Listed the cost center or WBS?
☐ Fully and correctly listed all travel/business dates/times?
☐ Provided a hotel invoice issued to Universität Hamburg? [Section 8 Hamburg travel expenses act (Hamburgisches Reisekostengesetz, HmbRKG) in conjunction with Section 10 HmbRKG, Section 7 German federal travel expenses act (Bundesreisekostengesetz, BRKG)]
☐ Attached your flight schedule?
☐ Where applicable, included a printout of the route to document the distance traveled?
☐ Attached the approval for private vehicle use? [Section 6 HmbRKG; Section 5 subsection 2 BRKG]
☐ Where applicable, included the invitation to, or program of, any conferences or congresses attended?

2. Second page
☐ Where applicable, listed any advance payments and discounts received?
☐ Listed any free meals under ‘1) Comments’ (Breakfast/lunch/dinner and dates/times)? [Section 12 subsection 1 HmbRKG; Section 6 subsection 2 BRKG]
☐ Provided justification for any taxi/rental car use, in ‘1) Comments’? [Section 5 subsection 3 HmbRKG; Section 4 subsection 4 BRKG]
☐ Included the names and kilometers traveled by any other passengers as an itemized list in ‘1) Comments’?
☐ For hotel costs exceeding the allowance, provided justification in ‘1) Comments’? [Section 10 HmbRKG, Section 7 BRKG]
☐ Where applicable, provided reasons for any domestic flights in ‘1) Comments’? [Section 5 subsection 1 HmbRKG]
☐ Signed by the person traveling for work-related purposes?
☐ Where applicable, signed by the Resource Manager?

Final steps
☐ Have you attached your application for/notification of work-related travel (if not already ensured its submission to the Travel Management Team)?
☐ Have you included original receipts (hotel invoice, rail ticket, flight ticket, boarding cards etc.)?
☐ Is the claim within the six-month limitation period? [Section 3 subsection 5 HmbRKG; Section 3 subsection 1 BRKG]