

Information on the procedure for business trips via Erasmus+

Business trips that take place via the Erasmus+ program are applied for and settled with the International Office (K6). To do this, the business traveller must submit a [business trip application \(Dienstreiseantrag\)](#). As K6 does not have access to the WinTrip system of the individual departments, the business trip application must be completed on paper, signed and approved by the business traveller's supervisor.

Employees who undertake a business trip via the Erasmus+ program receive a lump sum from K6 in accordance with the Erasmus+ principles before the start of the trip.

This lump sum must be settled after the business trip in accordance with the provisions of the Federal Travel Expenses Act (BRKG). Again, this cannot be settled via the WinTrip system. The employee must submit all forms and receipts to K6. These include

- approved [business trip application](#) in the original (if not already submitted to K6 before the trip)
- [travel expense report form \(Reisekostenrechnung\)](#) (please only fill in the fields "surname, first name, IBAN, bank, address, dates of travel" and sign the form)
- [attachment to travel expense report form \(Anlage zur Reisekostenrechnung\)](#) (fill in as much detail as possible and sign)
- hotel booking, hotel invoice and proof of payment (e.g. bank statement)
- flight booking, flight invoice and proof of payment
- train tickets and proof of payment (if only online tickets are available, e.g. Germany ticket, then a screenshot of the QR code is sufficient)
- cab receipt, if available (with a brief explanation on the attachment to travel expense report)
- public transport tickets in Germany and abroad, if available, with proof of payment
If no tickets are available in printed form abroad, the payment receipt with brief information is sufficient.

K6 forwards the business trip statement to the OVGU travel expenses office (K25).

Persons who are otherwise responsible for processing travel expense invoices in the individual departments (usually the secretariat/economic clerks) are of course welcome to assist the business traveller, but are not required to make any settlements, payments or rebookings. If the Erasmus+ lump sum paid out is lower than the actual costs incurred, K6 will contact the secretariats/economic clerks.