

## **Additional information on how to claim for travel expenses via BayRMS**

### **Travel authorization form**

#### **Travel authorization form, section “Reisetage”(travel days)**

- The section entitled “Arbeitgeberveranlassung” (employer authorization) means that the hotel invoice must be issued to FAU. This is essential to ensure that costs for breakfast can be reimbursed in full.
- “Pauschalen” (lump sums) are not applicable, please leave the box blank (“keine Auswahl”).
- For the days between your arrival and departure, you can carry over the details to the other days using the function “Datenübernahme für Folgetage” (transfer data for following days).

#### **Travel authorization form, section “Privataufenthalt” (private stay)**

- If you choose to stay with friends or relatives, you must always select “Keine unentgeltliche Verpflegung” (no catering provided free of charge) and “Unentgeltliche Übernachtung” (accommodation provided free of charge).
- In the comments box for private stays, you must confirm that you knew about the business journey before planning your vacation.
- It is possible to list several private stays.

#### **Travel authorization form, section “Auslandsaufenthalte” (stays abroad)**

- When flying, landing qualifies as crossing the border (“Grenzübergang”).

#### **Travel authorization form, section “Buchungsdaten/KLR Daten” (accounting data/cost and performance accounting)**

- Please make sure that you enter your payment partner number in the box “Info 2” under “KLR Daten”. Please refer to your IdM portal for your payment partner number.

#### **Travel authorization form, section “Sonstiges – Kostenübernahme durch Dritte” (miscellaneous – costs covered by third parties)**

- Only list items that are not/were not paid by you or FAU.
- You must not include travel expenses or flight costs covered by third parties under transport expenses.

#### **Travel authorization form, section “Dateiupload” (upload file)**

- **For journeys lasting several days, you must be sure to upload a program, an invitation or another document indicating the duration of the business journey. If you fail to do so in spite of having been reminded to do so, we will be unable to authorize your journey.**

#### **Travel authorization form, “Bemerkung” (comments)**

- Details of any partial payments that have been paid out already.
- For journeys abroad, we require confirmation that all provisions governing export control have been complied with.
- Waiver of daily allowance.
- State if catering provided by third parties (for example if a meal is provided by Siemens). If so, we can make the necessary changes for tax purposes.
- State whether you will receive remuneration (secondary employment).
- If making subsequent additions to a travel expenses claim, please state “Überrechnung”, or additional claim.

### Travel authorization form, “Mitzeichner” (co-signatory)

- In the first instance, always select the person responsible for checking the accounting details.
- Next, the co-signatory selects the line manager.
- The line manager signs the form and sends it to the **person responsible for checking claims for travel expenses at P6 Travel expenses office**
- In the case of claims for travel expenses submitted by professors or the head of an organizational unit, the form is sent directly to **person responsible for checking claims for travel expenses at P6 Travel expenses office** after accounting details have been checked.
- **Never send forms to:**
  - **Bänsch Jessica**
  - **Brandenburg Katrin**
  - **Fuchs Corinna**
  - **Geyer Michael**
  - **Göring Jennifer**
  - **Hartner Lisa**
  - **Kern Selina**
  - **Maggi Annarita**
  - **Schütz Elisabeth**
  - **Vorwerk Sebastian**
  - **Zirnsack Sarah Inge**

**These accounts are not approved as co-signatories and they cannot process your travel authorization form.**

### Making subsequent changes to the travel authorization form

- Please only resubmit the whole travel authorization form if data subject to approval have changed. Otherwise, you can amend the details in the claims form.
- Travel time
- Means of transport
- Private stay
- Accounting data/cost and performance accounting

Please comment “amended form” in the comments box.

### Claims form

#### Upload files for claims (“Dateiupload”)

- Please include the receipts for all expenses you would like to claim for.
- If you have already received an advance payment, we require the relevant documents.

#### Upload files for claims based on a general authorization for business travel

- Claims based on a general authorization for business travel should be submitted via the option “Abrechnungen ohne Antrag” (expense claims without an application).
- In this case, please also upload the general authorization for business travel.

### Filing claims for expenses for short journeys

- Please always submit claims for expenses for short journeys as a collective claim (“Sammelabrechnung”).
- Please note that it is not possible to upload receipts for journeys of this nature. In this instance, you will be requested in writing to send your receipts if necessary.
- Short journeys should **never** be saved as ready for dispatch, (“Antrag versandbereit speichern”) instead they must be sent off straightaway.

### Organizational matters

In order for P6 to be able to send you notification of your claim for expenses electronically, we require the following information:

- Payment partner number from the IdM portal in the box "Info 2" under "KLR Daten".
- Traveler's confirmation of the declaration of consent regarding data privacy.  
The original copy of the declaration of consent must be sent to P6, please state the name and valid email address of the person authorized to receive your claim for travel expenses. The declaration of consent applies until you revoke your consent.

### Sample email



Liebe Kolleginnen und Kollegen,

hiermit bestätige ich die sachliche und rechnerische Richtigkeit der beigefügten Bescheide (Original und Entwurf).

Die Buchungsdaten entnehmen Sie bitte der letzten Seite des Bescheides mit dem Vermerk „Entwurf“.

Die Zahlungspartner-Nummer finden Sie im Feld „Info 2“ unter den KLR-Daten.

Bitte fügen Sie diese E-Mail mit allen Anlagen und Bescheiden sowie das unterschriebene FSV-Protokoll bei und senden Sie die gesamten Unterlagen in einem verschlossenen Umschlag an H4.

Bitte bestätigen Sie mit Ihrer Unterschrift, ob ein Abschlag gezahlt wurde und wenn ja in welcher Höhe. Falls Sie einen Abschlag gezahlt haben, benötigen wir auch alle Unterlagen hierzu.

Abschlagszahlung    Ja ☐    Nein ☐

Wenn ja, in Höhe von \_\_\_\_\_ €

Nachweise bitte beifügen.

\_\_\_\_\_  
Ort/Datum

\_\_\_\_\_  
Unterschrift  
(anordnungsbefugte Person)

Beste Grüße

Ihr P6-Team

