

MEMORANDUM

V

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Business Travel

- I. Reimbursement for costs of air travel for approved and completed business travel
- II. Information on and securing of credits for miles or other reward or bonus points

I.

Effective as of 01/04/ 2009, the *Dienstrechtsänderungsgesetz* (Act Amending Employees' Rights) went into effect. This act contains legal provisions specific to the state of Berlin with regard to civil servants (*Beamten*) as well as including corresponding adjustments to the *Beamtenstatusgesetz* (Civil Service Status Act), which applies directly.

For example, the only transportation costs associated with approved and completed business travel that are now eligible for reimbursement are the costs associated with the lowest class of transportation, unless the official agency permits exceptions to this basic principle.

Upon consideration of the volume of business travel at the university and the special nature of the business-related activities in which most scientists and scholars engage during business travel, the Executive Board of Freie Universität Berlin established the following rules for reimbursement of costs of air travel on 27/07/2009:

1. Costs incurred for domestic air travel are, in accordance with § 4 Para. 1 of the *Bundesreisekostengesetz* (Federal Act on Travel Expenses), eligible for reimbursement only up to the amount of the lowest class of transportation (generally Economy).
2. Costs incurred for air travel within Europe are eligible for reimbursement, by way of corresponding application of § 2 of the *Auslandsreisekostenverordnung* (Regulations on Expenses of Foreign Travel), only up to the amount of the lowest class of transportation (Economy) unless a higher class of transportation is more favorably priced in the final calculation. The business traveler must provide appropriate proof that this is the case.
3. Costs incurred for air travel to countries outside of Europe are eligible for reimbursement, by way of corresponding application of § 2 Para. 2 of the *Auslandsreisekostenverordnung* (Regulations on Expenses of Foreign Travel), up to the amount of the next higher class of transportation (Business) if the **actual flight time is at least** four hours.
4. Because the basic principle dictates that only the costs of the lowest class of transportation are eligible for reimbursement, business travelers who travel with an airline that has no Economy seats available are required to provide appropriate proof thereof and to submit a written statement of the reasons for which it was not possible to utilize the services of another airline.
5. The provisions of Sections 1 through 4 above also apply to travel financed through external funding, to which public employment law applies.
6. Notwithstanding the provisions of Sections 1 through 4 above, business travelers who are severely disabled (disability classified as at least 50%) are considered to have justification for utilizing a higher class of transportation due to their physical or health status, in accordance with § 4 Para. 1 (3) of the *Bundesreisekostengesetz* (Federal Act on Travel Expenses).

7. Notwithstanding the provisions of Sections 1 through 4 above, business travelers may avail themselves of air travel in higher classes if the costs thereof are assumed by external parties (by invitation).
8. These regulations apply as from 01/04/2009.

II.

With regard to Freie Universität Administrative Memorandum 09/02, dated August 7, 2002, we would like to point out again that in the event that a traveler uses a bonus program operated by an airline, the following legal provisions continue in effect and must be observed:

1. Credits for miles, rewards, or other incentives granted by airlines or their partners based on flights, hotel stays, or similar services provided for business-related travel may not be used for other than business-related purposes. Upgrades, such as to higher flight classes, are permitted only within the scope of the remarks made under No. 1.
2. Use of such bonuses for personal purposes is prohibited in all cases, even if it is not possible to utilize the bonuses for business-related purposes on time and the respective credit, bonus, or incentive is set to expire.

Should you require any further information, please do not hesitate to contact the employees of the travel expense offices.

Lange
(Chancellor)