

## LUCOM (for travel application and reimbursement)

### 1. STEP: Application in any case (also if funded by a third party)

- There are two versions: German or English. Please **select when registering** for the first time!
- Fill in all information you already have.

There is an urgent recommendation for business travelers to **no longer undertake domestic business trips or business trips abroad by plane** if the destination is **within a radius of around 650 km around Göttingen or can be reached by train within a travel time** (station to station) of **nine hours**.

The Lucom business trip request/accounting form adapted for this purpose has now been made available and is to be used for all future business trips. The “**Means of transport**” section has been expanded to include the use of airplanes. As soon as the use of the aircraft as a means of transportation is answered with “yes”, further fields for air travel open up, which **must be completed as mandatory fields**.

Information and assistance on this topic can also be found on the **intranet**.

**Please note:** Private trips combined with business trips.

- (1) If the official traveler combines a business trip with a private trip of **up to five working days**, the travel allowance shall be calculated as if only the business trip had been carried out.
- (2) The travel expense allowance in accordance with (1) may not exceed the actual course of the journey.
- (3) If the traveler combines a business trip with a private trip lasting more than five working days, a travel allowance shall be paid only for the additional costs incurred for the performance of official business.

### **Hotel booking:**

The state of Lower Saxony continues to allow hotel bookings for business trips via the Internet **portal HRS.de at discounted rates**.

The University of Göttingen's server provides access to the HRS business customer portal with access to the HRS corporate discount rates. The link for the HRS business customer portal is:

<http://www.hrs.de/?clientId=ZGVfX25pZWRIcnNhY2hzZW4,1>

No further login is required. Booking via the public access (*www.hrs.de*) does not allow for discounted rates. In addition to online booking, it is also possible to book by **telephone** as a business customer. For this purpose, please quote the main **customer number 431695001**.

- Upload all documents, e.g. invitation, program, external funding etc.
- Explain higher costs for hotels etc.
- Generally, you are allowed to **book only after confirmation** of your trip! Please upload a comparison offer, so you could get already an advanced payment!
- Upload tickets, invoices (e.g. for fee) you have already paid for. For flights: **Only if you upload a comparison offer, you could receive an advanced payment** before booking. Our Financial Department does not accept fictitious sums. - You would have the possibility to apply for **80 % payment in advance!**
- Send the application to “**Theoretical physics**”.

**Please note:**

In case you receive the application back for any changes, supplements or explanations, **FIRST** remove your signature!

After having done all changes, sign again and send it back to “Theoretical physics”.

Please **never waive your right to daily allowances**, etc.!

**2. STEP: Travel report** (no later than 6 months after the business trip)

- Upload all tickets, boarding cards, invoices, etc. (for conference fees also the “Participation certificate”!)

- Use the **OANDA** currency converter a print (**date of payment**) and upload the conversion!

**Please note:**

1. Invoices have to be addressed to (*at least in Germany!*, billing is more difficult abroad):

**Georg-August-Universität**

**Institut für Theoretische Physik**

Name

Friedrich-Hund-Platz 1

37077 Göttingen

- Explain all changes compared to the application in the “comments”.

2. Please fill in ALL meals (see also hotel invoice) – necessary for to calculate the daily allowance

3. Please **keep all receipts** for at least 6 months.

**3. STEP:**

- Send it for signature to your supervisor.

**Please note:**

Even if one is reimbursed by a third party for all expenses, a "0" travel expense report must be made in the Lucom system to complete the "transaction" in the system! Please send it to “Theoretical physics”.

- Likewise, if the trip has not taken place at all!

If you need a **visa** for a business trip, you have to pick it up in another city (e.g. Hamburg, Frankfurt).

Therefore, you have to submit **a separate business trip application** via LUCOM!