

## Notes on advances for travel expenses

- A travel expenses advance is an advance payment towards the expected cost of a business trip.
- An advance may be applied for prior to the business trip by submitting the attached form to the travel expenses department in Department 3.6.
- A maximum of 80% of the expected cost of the business trip can be paid to the traveller in advance. An estimate of the expected total cost of the trip must be submitted to the travel expenses department on request.
- To be eligible for an advance payment, the traveller must be an RUB employee, i.e. must have an employment contract with the RUB or be an appointed public servant.
- In general, advances are not made to individuals who are not RUB employees. Exceptions are only made in special cases where there are good reasons or where funding is being provided by a third party and with the sponsor's consent.
- **Advances of under €200 are only paid in exceptional circumstances and with justification**
- The advance payment must be settled together with the business trip within 6 months of the trip being completed.
- If the travel expenses to be reimbursed are less than the advance payment, the difference must be paid back.
- If the business trip is not undertaken, the advance must be immediately repaid to the University in full.
- **If invoices for the trip have already been generated (e.g. for hotel, rail/air tickets, visas, conference fees, etc.), they must be submitted to the travel expenses department as an out-of-pocket expense claim rather than an advance. The required form can be downloaded from the travel expenses department intranet site.**
- As standard, advance payments are settled according to the Landesreisekostengesetz (State Travel Expenses Act). Should a third-party sponsor specify that the Bundesreisekostengesetz (Federal Travel Expenses Act) is to be used for settlement, this must be noted on the travel expenses claim.

**Request for an advance payment**

Facility/institute:

Contact person at the facility/institute:

Email address of contact person:

Work telephone number of contact person:

**Last name, first name and home address of payment recipient:**

**I hereby apply for an advance in the amount of EUR**

The amount requested does not exceed 80% of the estimated total cost of the trip. A corresponding cost estimate can be presented upon request.

Destination:

Date of travel:

Purpose of travel:

**The payment recipient is an RUB employee (see attached copy of the business travel authorisation).  
The payment recipient is not an RUB employee. I hereby confirm that the third-party sponsor is in  
agreement with the payment of an advance despite the lack of an employment contract.**

The advance should be paid from

**Funds centre:**

**Local budget:**

**G/L account:**

Payment should be made by bank transfer:

Account holder:

IBAN:

BIC/SWIFT:

Bank: I If Postbank - place of residence

Payment should be made in cash:

Last name, first name of recipient:

Date of birth:

The advance received will be stated on the travel expenses claim. If the travel expenses to be reimbursed are less than the advance payment received, the difference must be repaid. The advance must be repaid in full to the RUB if settlement is not submitted to the travel expenses department within 6 months following the end of the business trip or if the trip is not undertaken.

Date Completed correctly / consent of superior

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Calculated correctly:

at \_\_\_\_\_ EURO \_\_\_\_\_ Cent