



Criteria in connection with the granting of travel allowances

Basis for all trips financed from the global budget and as an urgent recommendation for trips financed from the third-party budget

Please note: *Directive from the Rectorate on awarding travel allowances*

Annual limit/person

From 1.4.2024: € 2,000/calendar year // for the calculation period 2023/2024: € 3,400

The URBI faculty is committed to reducing CO2 emissions:

Planning the trip

When planning the trip, the greenhouse gas emissions of the trip must be calculated using Carbon Tracer (see <https://carbontracer.uni-graz.at>). In principle, the travel option with the lowest greenhouse gas emissions should be chosen.

Choice of transportation

- Short journeys (< 1000 km) must be carried out by rail; as an incentive, 1st class can be financed for train journeys of 5 hours or more;
- Long-distance travel (> 1000 km) should be reduced where possible or combined from several travel purposes (e.g. conference + research stay + committee meeting);
- Short-term long-distance travel should be avoided (e.g. by participating online).

NOTE: When travelling by air, minimize the number of stopovers and choose direct flights wherever possible.

Active participation/non-active participation

- In principle, active conference participation (presentation/poster/moderation) is funded.
- Non-active conference participation or travel for initiation and cooperation talks, field research projects in specific areas and other participation (workshops, summer schools, etc.) **can be funded once a year in well-founded exceptional cases.**

Application

- Recommendation: Applications must be uploaded at least 2 weeks before the start of the trip.
- In any case, **the application must be approved before the start of the trip.**
- Meaningful documents covering the period of the trip (e.g. invitations, confirmations of acceptance or program overviews) as well as offers for the trip must always be uploaded directly with the application.
- In addition, with the exception of train journeys, the result of the calculation of greenhouse gas emissions using Carbon Tracer (e.g. screenshot) must be uploaded.
- Estimated costs (travel expenses, overnight stays, ancillary costs) must be entered.
- For trips in combination with a private stay, a comparative offer (flight, other means of transport) must be uploaded (additional costs due to the combination cannot be financed).
- If an arrival or departure is planned **earlier or later than one day** before the start or end of the event, this must be justified; otherwise this will be considered a private stay and no accommodation fees will be paid for this period.
- **Applications without complete documentation cannot be processed and will be rejected.**

Notes on approval and the cost centers to be used

Authorization: The responsibility for approving a travel request has exclusively the department or project management. Therefore the compliance with the specified criteria must be checked by the department and project managers. In the case of non-compliance applications must be rejected. The check of the content and the budget authority are also in the responsibility of the department and/or project managers, i.e. budgetary coverage must be checked and ensured in advance.

Cost centers to be used

1. **Recommendation: In principle, the budget must be drawn from third-party funds.** For **academic staff from the global budget**, i.e. University Assistants without a doctorate, with doctorate resp. Lecturer without a doctorate/with doctorate, Senior Scientist without doctorate/with doctorate, Assistant Professors, Associate Professors, University Professors: In this case, travel expenses are primarily financed via the cost center of the parent institution. If this amount (per employee/maximum limit) is exhausted, only ABZ-internal orders can be used. Funds from the internal project order (A27...00000) can be used at any time, provided they are available.
2. **Research Assistants from the global budget, which are financed via AEP- or AVO-internal orders**, i.e. Project Assistants without doctorate /with doctorate: The procedure here is the same as described under point 1).
3. **Research Assistants from the project budget (third-party funds):** These travel expenses can only be covered or financed by third-party funded projects (§ 27 or § 28). This also applies in particular to those employees who were hired via a third-party funded project and whose employment level was increased via the global budget. The original use is used here (Project Assistants from a third-party funded project). It is also possible for these employees to use the internal project order A27.....00000.

Business trips can be requested for the following

- Travel on behalf of the Rector or on behalf of the Federal Ministry;
- Travel of members of UG-compliant bodies, committees and organizations necessary for the performance of the function;
- for teaching staff and accompanying persons on compulsory excursions;
- for non-scientific university staff participating in continuing education events;
- for strategy workshops of the departments and work area retreats.

Storage of original documents

Following consultation with the tax office, the Rectorate has once again confirmed that original receipts do not have to be stored in paper form once they have been uploaded to the audit-proof SAP Travel Workflow system. **The only exceptions are documents that are required by a funding body.** It should also be noted in this context: If an employee wishes to claim costs that were not reimbursed by the university as part of the employee assessment, he/she is responsible for keeping the receipts.