

Excursion application

A new excursion guideline applies since 22.06.2023! The excursion application has also been revised and an additional annex (cost calculation) has been added!

Supervisor of the excursion: Please submit a business trip application!	
Department:	

Period of the excursion:		
Date:	from:	until:

Destinations of the excursion: <i>(please list all destinations)</i>	
--	--

Purpose of the excursion: <i>(e.g. visit to a biennale, museum, etc.)</i>	
---	--

1. Type of excursion

Excursions are external events organized by the HFBK, conducted outside the university and beyond the HVV metropolitan area. These events require the participation of at least five students and one supervisory staff member. Excursions aim to complement and deepen the academic content, with participation being voluntary.

Please select:

The excursion is financed from SSP / excursion funds; the reimbursement amounts up to a maximum of 80% of the eligible costs (see section 3 of the excursion guidelines)

The excursion is financed from third-party funds; the reimbursement is ____ % of the eligible costs (see section 3 of the excursion guidelines)

2. Reimbursements *(Section 3 of the Excursion Guidelines)*

Please select:

- Daily subsistence allowance *(for meals)*
- Accommodation costs / ____ nights / ____ participants *(for economically reasonable and appropriate accommodation)*
- Transportation costs
 - Train *(2. Class)*
 - Bus
 - Flight *(only for destinations outside Germany at a distance of more than 800 km)*
 - Private Car *(only in exceptional cases)*

Reason: _____

Number of cars: ____

Please submit a disclaimer!

Kilometers per car: _____ (total route)

Additional costs e.g. entrance fees, participation fees etc.

2. Financing / advance payment

Please select:

- A funding from the excursion budget (contact Mareike Stolley) in the amount of _____ was approved
- Funds are provided from the following budget _____ in the amount of _____

Date

Approval of budget manager

An advance payment of _____ *(maximum 60% of the excursion budget)* is requested for the following account:

Account holder: _____

Credit Institution: _____

BIC: _____

IBAN: _____

The payment should be processed via a bank account of the supervisor. If the bank account holder and supervisor are not identical, both must confirm that the payment will be transferred to the specified account (not a student account).

Signature excursion supervisor

Signature account holder

4. **Please attach a complete list of participants (annex 1 to this form)!**
(only enrolled students)

5. **Please attach a complete cost calculation (annex 2 to this form)!**
(the calculation must include all costs for all participants (except supervisors))

6. **Additional notes**

All original receipts must be submitted within three months after the end of the excursion.

If an advance payment has been made, the accounting is mandatory. Reimbursement of travel expenses for the supervisor is made via the business trip travel expenses form.

The excursion guidelines from 22.06.2023 must be followed.

If there are any changes, please inform the human resources department as soon as possible.

SIGN
HERE



Date

Signature excursion supervisor

The excursion requested above is

approved

denied

Date

Signature President / Chancellor

Contact person for excursions:
Human resources administration
Hannelore Voget
Wartenau 15
040/428 989 – 264 / reisen@hfbk.hamburg.de

Excursion directive

Directive for the reimbursement of travel expenses to students for participation in excursions organized by the Hochschule für bildende Künste Hamburg.

1. Principles

Excursions are classed as external¹ events organized by the *Hochschule für bildende Künste Hamburg* (HFBK) attended by a minimum of five students and one supervisor, if participation appears desirable to supplement and deepen knowledge in the subject or if students participate on their own initiative and this is beneficial to their studies.

Students and their supervisors are only covered by statutory accident insurance if the excursion has been granted express official authorization before it begins. Authorization must therefore be obtained before departure, even if the participants of an excursion do not intend to apply for the reimbursement of costs.

Participants in excursions may receive reimbursement for travel expenses in accordance with the following provisions. The university will reimburse up to a maximum of 80% of the eligible costs. If an excursion is financed entirely by third-party funds, the extent of reimbursement will be determined in accordance with specifications of the organization providing this funding.

2. The supervision of excursions and participation

As a rule, excursions are supervised by a member of the HFBK teaching staff (professors, artistic or academic staff, artistic workshop leaders); in exceptional cases, this task may also be assumed by associate tutors (*Lehrbeauftragte*), provided that their teaching assignment also covers the organization of the excursion. The participation of 15 or more students in an excursion justifies the presence of two accompanying members of staff.

Members of the HFBK teaching staff – with the exception of associate tutors – accompanying an excursion do so in an official capacity; their participation is considered as official travel.

Only students² enrolled at the HFBK may participate in excursions that are in receipt of subventions from the HFBK. Participation is not open to those from outside the HFBK.

3. Reimbursement

Participants in excursions do not have a principle entitlement to financial support or the reimbursement of any expenditure. The HFBK shall decide on the type and level of reimbursement granted, taking into account the funds available. Considerations of efficiency and economy are to be followed when planning and organizing an excursion.

Costs eligible for reimbursement are:

a) Daily allowance

- € 28 – for each calendar day on which absence amounts to 24 hours
- € 14 – for the day of arrival and departure

No daily allowance is paid for one-day excursions.

b) Travelling expenses

Journeys should preferably be made by second-class public transport (bus/train). Air travel may only be selected for travel to destinations outside Germany that are more than 800 km distant.

The use of a private motor vehicle will only be authorized if it proves impossible to cover the route by any other means. This must be subject to separate justification in the application. An allowance of 20 cents per kilometre travelled is granted for this purpose; the maximum distance which can be claimed is limited by the costs that would have been incurred for the use of the lowest class of travel in a regularly scheduled means of transport.

The HFBK assumes no liability for property damage incurred during the use of a private motor vehicle. The vehicle owner, driver and all passengers are required to complete and sign a disclaimer form, which is to be submitted together with the excursion application.

Hire cars may only be used for valid reasons.

c) Costs for overnight accommodation

Overnight accommodation must be booked in an appropriate and economically justifiable facility.

d) Ancillary costs

These include, in particular, entrance fees, participation fees and visa fees. Costs for insurance (e.g. health insurance, travel cancellation insurance), maps, timetables and costs for other personal expenditure will not be reimbursed. Expenses for meals are covered by the daily allowance.

4. Applications and submission

Applications for the authorization of excursions must be approved by the HFBK President or the Head of Administration before they take place and are then to be forwarded to Human Resources. An overview of the participants and a cost plan are to be submitted with the application.

Reimbursement for travel expenses must be applied for in writing within a cut-off period of three months. The period begins on the day after the end of the excursion. The submission must include:

- A list of all participants
- Original receipts for reimbursable expenses
- Proof of any subventions received from other organizations
- A completed disclaimer form, if a private motor vehicle was used for the transport.

The payment of an appropriate advance instalment can be granted upon application to cover the anticipated expenses of an upcoming excursion.

Excursions that are in receipt of third-party funding must present proof of its use in accordance with the specifications of the third-party funding provider.

5. Accident insurance

Students participating in an authorized excursion and members of the teaching staff who are not civil servants are covered by statutory accident insurance (SGB VII). Members of the teaching staff who hold status as a civil servant and who suffer injury as a result of an occupational accident will receive accident insurance payments in accordance with the provisions of the Hamburg Civil Service Provision Act (*Hamburgischen Beamtenversorgungsgesetz*).

Associate tutors do not have any insurance cover. The costs of private accident insurance will not be covered.

6. Commencement

This directive takes effect on 22 June 2023.

It replaces the previous directive pertaining to reimbursement of travel expenses and subventions for participation in external classes or other activities designed to further the aims of the degree course (excursions) dated 15 May 2015.

Hamburg, 22 June 2023
Appendix Declaration of disclaimer

signed. Dr Anna Neubauer

1 Excursions outside the large HVV travel area

2 This directive does not apply to students on intermission and auditing students

List of participants - annex 1 to the excursion application

No.	Last name, fist name	Department	Matriculation No.	PV checked

_____ Date

_____ Signature excursion supervisor

cost calculation - annex 2 to the excursion application

Daily subsistence allowance for _____ participants:

- Arrival day _____ x _____ = _____
- for _____ calendar days on which the absence is 24 hours _____ x _____ = _____
- Departure day _____ x _____ = _____

Total daily subsistence allowance: _____

Transportation costs:

- Bus, public transport _____
- Train _____
- Flight _____
- Other (e.g. ferry) _____
- Car _____ km x _____ = _____ (comparative calculation required, do not forget the disclaimer form)

Total transportation costs: _____

Accommodation costs (appropriate and economically reasonable accommodation must be chosen):

Total accommodation costs: _____

Additional costs (no reimbursement of insurance costs, travel and city maps, personal needs):

- Entrance fees _____
- Other fees _____
- Miscellaneous _____

Total additional costs: _____

Total costs: _____

80 % (expected reimbursement): _____

Explanatory notes (for further information):