

Other private motorized vehicles (please specify) Distance in kilometers: (one way) (0,20€/Km)	Vehicle type: Explanation:
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An [exemption from the limitation rule \(max. 90€\)](#)¹¹ for mileage allowances pursuant to Section 7 (1) HmbRKG for business trips is requested. The reasons are the following:

Rental car (please explain) A sustainable means of transportation is used (please provide verification). ¹²	Important reasons for renting a car: The destination cannot be reached by regular means of transport or cannot be reached in time Several neighboring business locations must be visited, and the use of regular means of transport would require a business trip lasting several days or several business trips. essential business or appropriate personal luggage weighting 20 kg or more, or bulky business luggage, must be transported; this would require multiple train change special security needs there are health restrictions or a recognized disability that limits mobility (please provide verification) Other important reasons: (A reduced time expenditure can only be accepted as an important reason if it enables the handling of urgent business matters.)
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Airplane (for domestic flights and short-range European flights (750 km radius), please provide reasons) ¹³ Estimated flight costs: Please name each flight connection:	Domestic flights There are scheduling reasons beyond my influence. ¹⁴ Due to the use of an airplane, 2 overnight stays are avoided. European short-range flights ¹⁵ All airports in: Benelux, Denmark and the Czech Republic France: Basel-Mühlheim, Lille, Paris, Strasbourg Austria: Innsbruck, Linz, Salzburg, Vienna Norway: Oslo, Stavanger Poland: Wrocław, Gdańsk, Poznań, Szczecin, Warsaw Switzerland: Basel, Zurich There are scheduling reasons beyond my influence. ¹⁴ At least one overnight stay is avoided by using air travel. The total costs are lower than using rail travel (please provide a cost comparison calculation). Other reasons (explanation required):
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[Cost comparison calculation for rail/European short-range flights in accordance with Section 5 \(2\) HmbRKG](#)¹⁶

Number of business travelers:

Cost type	Train			Flight	Amount in Euro
	BC 25	BC 50	BC 100		
Transportation costs	Saver or Flex fare, including discounts, e.g., through BahnCards, on the day of the business trip request				
Compensation costs				For domestic flights, the fee is 30€; for European flights, the fee is 60€. For one-way flights, half of the flat rate applies. Each flight (takeoff and landing) must be compensated individually.	

Business trip duration (§ 2 Abs. 5 HmbRKG)	From (date and time) Until (date and time)	From (date and time) Until (date and time)		
Daily allowance (§ 8 HmbRKG) a) Domestic b) International	a) 14 euros for the day of arrival and departure, 28 euros for full days b) Amounts from the ARVwV, days of arrival and departure 80% of the amounts			
Accommodation costs (§ 9 HmbRKG) 90€ per night without breakfast	Nights:	Nights:		
Other costs (e.g. luggage, transfer)				
Sum of cost comparison calculation				

Overnight stays:

Nights:

Estimated total costs:

Maximum rate for inland stays: 90€ without breakfast, 100€ with breakfast per night (please provide reasons if these maximum rates are exceeded):

[Environmentally certified accommodation is used \(please attach proof\)¹⁷](#)

Other costs:

[e.g., participation fee or additional travel expenses¹⁸:](#)

Explanation:

Further info:

Other explanations:

Please attach supporting documentation to the application, such as an invitation and/or agenda.

Signature of applicant

Signature of Supervisor / Program spokesperson

II. Order/approval

The reasons for using a car or other private vehicle or a rental car are accepted.

The reasons for using air travel are accepted.

The reasons for accommodation costs exceeding the maximum rate are accepted.

The business trip/training trip is necessary as requested and will be:

Ordered/approved (for training trips, the requested partial or full reimbursement is approved)

Ordered/approved, in connection with a private trip

Not ordered/approved (reason/deviation)

Signature President / Chancellor

Brief notes on filling out the travel request form

1+2. Training in the exclusive or partial interest of the employer

Distinction between “exclusive” and “partial” interest of the employer:

- **EXCLUSIVE:** The training exclusively conveys knowledge for the fulfillment of specific work-related tasks.
- **PARTIAL:** The training conveys knowledge that is useful both for work and for private use. Reimbursement for the work-related portion can be requested.

3. A full reimbursement is requested.

In cases of partial business interest, a request for full reimbursement must be justified under “Other explanations.”

4. /

5. Cost coverage by third parties

Costs covered by third parties should not be included in the application.

6. Information on business trips

The start and end dates of the business trip should be set in such a way that additional travel days are avoided.

- Business trips are reasonable from 6 a.m. onwards if this saves costs.
- Returning by midnight is generally reasonable; otherwise, an additional night's accommodation will be recognized.

7. Accommodation as a temporary stay

Accommodation must be an actual place to stay overnight. A self-chosen place of work without overnight accommodation does not qualify as accommodation.

8. Rail travel – booking requirements

DB AG tickets can be booked online.

- Discounted fares or fixed prices with train restrictions are to be chosen in preference.
- Flexible fare tickets are only refundable in reasonable cases.
- Private BahnCards must be declared; partial refunds are not possible.

9. Use of 1st class (DB)

The use of first class is only reimbursable for journeys of at least four hours, excluding transfer times, with the exception of training and educational trips.

10. Calculation of mileage compensation

The shortest road connection is decisive. Mileage compensation also applies to journeys at the place of business.

11. Exemption from the limitation rule (over €90)

Only possible under strict criteria (e.g., disability with special vehicle modifications) and must be requested before the trip.

11.1 Use of sustainable transportation

Environmentally friendly means of transport are eligible for reimbursement.

- Additional costs of up to 125% compared to conventional means of travel are acceptable.

11.2 Air travel

- Flights are reimbursed at the lowest fare; for long-range flights outside Europe lasting more than four hours, a higher class is also reimbursed.
- Direct flights are to be preferred.
- Domestic feeder flights within Germany should be avoided where possible.

11.3 Scheduling reasons for air travel

- In case of urgent appointments or last-minute travel plans.

11.4 European short-haul flights (up to 750 km around Hamburg)

Train is the preferred transportation method, unless the rail journey takes more than six hours.

16. Cost comparison between rail and air travel for business trips within Europe

Not necessary if the flight is required for scheduling or work-related reasons beyond your control, or if using the aircraft saves at least one overnight stay.

17. Environmentally certified accommodations

- Hotel prices up to 125€ (including breakfast) or 112€ (without breakfast) are considered reasonable.

18. Other travel expenses (e.g., participation fees, travel costs)

- Travel expenses to/from accommodation between midnight and 6 a.m. are reimbursable.
- The maximum reimbursement amount is equivalent to the reasonable cost of accommodation (90€).

More detailed information can be found on the HFBK website or via the mouseover function directly in the travel request form. To read the information, move the mouse pointer over the blue text in the travel request form. Depending on your version of Adobe, you may need to open the form in advance by right-clicking → Open with → Adobe or Firefox.