

FAQs on Planning and Accounting for Field Trips/Excursions

How is a field trip/excursion defined at the HFBK?

Field trips are events that take place outside the university and outside the extended HWV (Hamburg public transport) area. At least five students and one supervising person must participate.

Field trips serve to supplement and deepen course content. Participation is voluntary.

The framework conditions for field trips are set out in the "Field Trip Policy on the Granting of Travel Expense Reimbursements to Students for Participation in HFBK Hamburg Field Trips."

Which costs are reimbursed?

A maximum of 80% of the costs eligible for reimbursement under the Field Trip Policy will be reimbursed.

Students must therefore cover part of the travel expenses themselves.

Please note: A subsidy or reimbursement of travel expenses can only be granted if sufficient budget funds are available. Unfortunately, there is no entitlement.

How should the field trip be prepared?

- ✓ Involve tutors or student assistants in the preparation of the field trip as early as possible.
- ✓ Determine the destination, thematic focus, and individual program items as early as possible and, if appropriate, together with the students.
- ✓ Determine the number of participants.
- ✓ Research suitable means of transport for arrival and departure, as well as appropriate accommodation. Always choose the lowest-cost option.
- ✓ Prepare an overview of all anticipated costs (see the following section for more details).

How is the cost estimate prepared?

- ✓ Clarify in advance whether and to what extent SSP or field trip funds are available for your trip.
- ✓ Prepare a clear and comprehensible cost estimate. Use Appendix 2 of the field trip application for this purpose.
- ✓ Record all anticipated field trip costs, such as travel to and from the destination, local transport, accommodation, and event costs (tickets).
- ✓ Note on meals: You may include the so-called "per diem" as a lump sum in your calculation. The per diem amounts to €28 per person for a full day and €14 for the day of arrival and departure.
- ✓ Note on air travel: Air travel is only eligible for reimbursement if the destination is outside Germany and at least 800 km from the university.

How is the field trip applied for?

- ✓ Once the field trip has been prepared and the cost estimate completed, the field trip application can be submitted. Please complete the application at least 4 weeks before departure and apply for approval of the trip.
- ✓ Important: The field trip application applies exclusively to the reimbursement of students' costs. The supervising person must additionally complete and submit a separate business travel application for themselves.

What must be observed during the field trip?

Be sure to collect all receipts and, if necessary, take notes so that the receipts can later be properly allocated. Unfortunately, reimbursement is not possible without the relevant receipts.

How is the accounting handled after the field trip?

✓ Complete the field trip accounting form as soon as possible after the trip. Be sure to attach all receipts.

✓ The form also includes a final list of participants. If the actual number of participants differs from the originally planned number, the approved subsidy will be reduced proportionally.

✓ Important: The field trip accounting also applies exclusively to the reimbursement of students' costs. The supervising person must additionally complete and submit a separate travel expense claim for themselves.

Who can help with questions?

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She is happy to answer all questions, process advance payments, and handle the accounting for field trips and business travel.

We wish you a pleasant journey!

The HFBK Human Resources Department,