2 After the Business Trip

Submit your business trip report promptly

- The request for reimbursement of travel expenses must be submitted within six months of the end of the trip. After this period, the claim expires.
- Submit your travel report promptly and be available by phone to answer any questions from the travel expenses team.

Include all receipts, tickets, and invoices relevant to the expense report

- Attach all receipts to the business travel expense report.
- If you have received a contribution from a third party, provide proof of this.
- For credit card payments, submit the credit card statement showing the original amount and the invoice.
- Observe the applicable retention periods for original receipts.

List provided meals

- When submitting your business trip expense report, list the meals that were provided to you during the business trip, such as a hotel breakfast or lunch during the conference.
- Even if you did not consume these meals, they are taken into account when calculating the daily per diem.

Justify any deviations from the business travel request

- Any deviations from the business travel request must be specified in the expense report and, if necessary, justified, for example, different travel times, changes in mode of transportation, etc.

Ensure that invoices are addressed correctly

- Invoices that do not list the Technische Universität Braunschweig on the first line may only be reimbursed partially.
- If necessary, request a new invoice with the correct address.

Special aspects of international travel

- For more details, see the poster: “International Business Trips“.

Technische Universität Braunschweig

This poster highlights the main sources of error but does not claim to be exhaustive (as of 24.08.2026).

For more information, scan the QR code to access the information portal under the „Conducting a Business Trip“ section, or contact the Travel Expenses Team.