

1 Before the Business Trip

Accurately estimating travel times

- Plan your business trip so that you arrive and depart on time and without undue strain.
- Travel times between 6:00 and midnight are generally considered reasonable. Travel times $\neq$ working hours (see [DV 50](#)).



Submit a business travel request in a timely manner

- As a general rule, business trips must be approved by the supervisor before departure (except for individuals with general business travel authorization).



Place of departure and arrival

- Travel expenses are generally reimbursed for the round trip between the place of work and the business location.
- A different point of departure or destination, e.g., a place of residence, must be justified. As a general rule, a price comparison must be prepared and retained.



Choice of transportation

- Generally, second-class rail travel is required.
- When booking, look for discounted tickets, such as the Sparpreis or BahnCard.
- Travel by private car or airplane must be justified if necessary.



Pay attention to hotel expenses

- Overnight stays in Germany are generally reimbursable up to 100 € per night, plus breakfast.
- If higher costs are unavoidable, a justification is required.



Extension of a business trip

- Any extension beyond the scope of the actual business trip must be requested and justified.
- Submit a cost comparison for direct travel to and from the destination.
- For extensions of more than 5 business days, travel expenses to and from the destination will not be reimbursed.



Ensure invoices are addressed correctly

- For example, when it comes to hotel bills, make sure that the address begins with Technische Universität Braunschweig.



Consider participation in additional events

- Expenses such as those for a dinner or social event will be reimbursed only if participation is required for business purposes or is not optional.
- A justification must be included.



Special aspects of international travel

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



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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.

