

3 International Business Trips

Apply for the A1 form in a timely matter

- The [A1 form](#) serves as proof that you remain subject to German social security regulations (see Information Portal).
- Please note that you should apply for this form well in advance of your trip, as it may be required during inspections by foreign local authorities.

Pay attention to hotel costs

- For international travel, there are different [daily and per-night allowances](#) depending on the country (see Information Portal).
- Higher costs must be justified.
- Be sure to provide itemized invoices for hotel room occupancy, such as in connection with an extension of stay or the inclusion of a private individual.

Credit Card Payments Abroad

- If you pay for tickets or invoices with your credit card, you will need the following for your later statement:
 1. Credit card statement showing the foreign currency and the amount in euros
 2. Original receipt/invoice

Keep safety considerations in mind

- Follow the preventive guidelines issued by the Office for the Protection of the Constitution in light of increasing espionage in science and research. These can be found on the information portal under the heading „[Export Controls](#).“
- Follow the safety guidelines for your destination. You can find these on the Federal Foreign Office website under „[Travel and Safety](#).“

General Guidelines for Business Trips

- For more details, see the posters: “Before the Business Trip” and “After the Business Trip.”



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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.

