

## Duty trips

### 1) Employees

All trips by employees are managed by the electronic system ESS and the rules of Vienna University of Technology(TUV) and possibly of the project financing agency (e.g. FWF) apply. Rules of TUV can be downloaded at <http://www.tuwien.ac.at/dle/quaestur/reisemanagement/> please note

- You should agree on duty trips with your project or group leader before the trip, including determining the project, which is going to pay the expenses.
- You need to apply for and have the trip granted electronically via ESS before the trip.
- There are several options to reduce your financial burden
  - ⇒ Conference fees and possibly other costs can be ordered and paid by the department before the trip
  - ⇒ You can ask for an advance
  - ⇒ You can apply for a company credit card
- After the trip you submit the bill of expenses. Within the limits given in the rules, you can claim the following expenses:
  - ⇒ Real expenses, where you have an invoice (tickets, hotel, conference fee,...)
  - ⇒ flat rates (per diem, kilometre allowance,...)  
*Flat rates can only be claimed, if the corresponding expenses are not paid elsewhere; e.g. If the fee for a workshop includes hotel and full board, you cannot claim per diem.*
- Given the complexity of the rules, I suggest you have the application and the bill of expenses done by Mrs. Ebner or Mrs. Nassey in our office.

### 2) People without employment

In general in this category are students (possibly with stipend), guests, etc. In this group, you cannot perform a real duty trip. In case, you nevertheless need to travel on the department's expense, you can claim real costs, as certified by bills you submit (bills, tickets, ...). You cannot claim flat rates, e.g. per diem or kilometre allowance. Consequently you should collect and submit all bills, including bills for meals, etc. If the use of a car is unavoidable, a rent car is the preferred solution.

please note

- You should agree on trips with your project or group leader before the trip, including determining the project, which is going to pay the expenses.
- There is an option to reduce your financial burden
  - ⇒ Conference fees and possibly other costs can be ordered and paid by the department before the trip
- After the trip you apply for refund. You can only ask for refund for
  - ⇒ Expenses certified by a bill (tickets, hotel, conference fee, meals,...) which is submitted
- Given the complexity of the rules, I suggest you have the application for refund done in by Mrs. Ebner or Mrs. Nassey in our office.