



Business trips and travel expense guidelines



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In Germany, various laws and regulations govern the legal framework for business trips.

In addition to the Working Hours Act (ArbZG), which contains regulations on working hours, rest breaks and rest periods, the Federal Travel Expenses Act (BRKG) stipulates, among other things, which costs may be reimbursed in connection with business trips and to what extent. In addition, tax and insurance aspects must also be taken into account.

The employer must ensure that employees are adequately insured during business trips.

In order to ensure that business trips are handled fairly and transparently and to prevent abuse, we have drawn up corresponding guidelines for our organization for requesting business trips as well as travel expense guidelines.

This is because both employers and employees should be aware of their obligations and rights during business trips and act accordingly to ensure that the trip runs smoothly and safely.

The balance between meeting business requirements, complying with legal requirements and financial responsibility is crucial.

Business Trips

Travel guidelines
