1. **What is an official trip?**

Official trips in the sense of this Act are journeys undertaken to conduct official business outside the usual place of work, which have been ordered or approved by the responsible superior, unless an order or approval is not applicable due to the nature of the official’s office or the nature of the official business. chunk\_8

1. **Does the approval for official travel have to be submitted as a physical document?**

The order or approval must be given in writing or electronically. chunk\_8

1. **If there is a less expensive method for me to do my job, my official trip can get cancelled?**

Official trips should only be carried out if a less costly method of conducting the official business is not possible or reasonable. Chunk\_8

1. **What is an official errand?**

Official errands are journeys undertaken to conduct official business at the place of work or residence outside the official premises, which have been ordered or approved by the responsible superior, unless an order or approval is not applicable due to the nature of the official’s office or the nature of the official business. The place of residence is deemed equivalent to a temporary residence. Chunk\_9

1. **As a judge, do I need an order or approval for my official trip?**

For official trips by a judge to carry out judicial duties or to participate in a meeting of the presidium or another comparable constitutional body of the court to which they belong, no order or approval is required. Chunk\_10

1. **As a state commissioner, do I need an order or approval for my official trip?**

The same applies to official trips by the state commissioner for data protection to perform his or her duties under the State Data Protection Act. Chunk\_10

1. **As a government commissioner, do I need an order or approval for my official trip?**

The same applies to official trips by the state commissioner for data protection to perform his or her duties under the State Data Protection Act and to official trips by the government commissioner for the concerns of people with disabilities to perform his or her duties under the State Equal Opportunities for People with Disabilities Act. Chunk\_10

1. **Am I free to choose the starting and end points of the trip?**

The starting and ending points of an official trip are generally to be determined by the traveler in accordance with the principle of cost-effectiveness. Chunk\_12

1. **In case an official trip begins or ends at my residence rather than the official workplace, on what basis is travel cost reimbursement calculated?**

In case of an official trip that is commenced and/or concluded at the traveler’s residence, the reimbursement of travel costs (§ 4) or the mileage allowance (§ 5) shall be based on the distance from or to the residence, unless the official premises have been designated as the starting and/or ending point. Chunk\_12

1. **When is the deadline for the entitlement to travel expense reimbursement?**

The entitlement to travel expense reimbursement expires if it is not applied for in writing or electronically within a limitation period of six months after the end of the official trip. Chunk\_14

1. **When does the six-month period deadline for applying to the travel expense reimbursement begin?**

The period begins the day after the end of the trip; but in case the official trip is canceled for reasons not attributable to the official traveler, it ends on the day the trip would have ended. Chunk\_14

1. **Is the submission of receipts required for the travel expense reimbursement application?**

The competent authorities may require the submission of the relevant cost receipts up to six months after the application. Chunk\_14

1. **When is the deadline for submitting payment receipts?**

If these receipts are not submitted within one month upon request, the reimbursement application may be rejected to that extent. Chunk\_14

1. **Can I throw away my receipts after submitting them?**

The official traveler is obliged to keep the cost receipts for one year after the reimbursement for purposes of audit and to present them upon request. Chunk\_14

1. **I have benefits from third parties, how does this affect my travel expense reimbursement?**

Benefits that official travelers receive in the exercise of their office from third parties on the occasion of an official trip shall be credited against the travel expense reimbursement. Chunk\_15

1. **In case of a trip done for a secondary activity, am I still entitled to travel expense reimbursement?**

For official trips undertaken for a secondary activity, which is performed at the request, suggestion, or instigation of the competent authority, travelers shall only be entitled to reimbursement under this Act to the extent that no other body provides reimbursement for the same trip. This applies even if the traveler has waived his or her claim against that body. Chunk\_16

1. **If I waive my right to reimbursement from another organization, can I still receive reimbursement under this regulation, or am I considered to be covered by the other organization?**

For official trips undertaken for a secondary activity, which is performed at the request, suggestion, or instigation of the competent authority, travelers shall only be entitled to reimbursement under this Act to the extent that no other body provides reimbursement for the same trip. This applies even if the traveler has waived his or her claim against that body. Chunk\_16

1. **Can I partially waive my travel expense reimbursement?**

The traveler may waive all or part of the travel expense reimbursement and reimbursement of expenses. Chunk\_17

1. **Will I be refunded for costs related to using regular public transport?**

Necessary costs incurred for journeys using regularly scheduled public transport shall be reimbursed up to the cost of the lowest travel class. Chunk\_18

1. **What are the circumstances in which reimbursement for a higher class of travel is permitted?**

If official travelers have a disability degree of at least 50 percent, the expenses for the next higher class shall be reimbursed. The same concession may be granted to other official travelers if their physical or health condition justifies the use of this class. Chunk\_19

1. **Is the cost of a rental car or taxi reimbursed?**

If, for a compelling reason, a rental car or taxi is used, the necessary costs incurred shall be reimbursed. If no compelling reason exists, no higher travel expense reimbursement may be granted than when using public transport. Chunk\_20

1. **How much is the surcharge of mileage allowance in case of difficult roads?**

The surcharge amounts to 5 cents per kilometer. Chunk\_23

1. **How much euros is the per diem allowance for a full calendar day of an official trip?**

For each full calendar day of an official trip, a per diem allowance of 24 euros is granted to compensate for additional expenses for meals. Chunk\_24

1. **In case of an official trip lasting less than one full calendar day, how much is the per diem allowance?**

For an official trip lasting less than one full calendar day, on the day of departure and the day of return of a multi-day trip, the per diem allowance shall be: 6 euros for a duration of more than 8 hours, and 12 euros for a duration of more than 14 hours. Chunk\_24

1. **How is the duration of the official trip determined?**

The duration of the official trip is determined from the time of departure from and arrival at the residence, unless the trip begins or ends at the official premises, or the beginning and/or end has been ordered at the official premises. Chunk\_25

1. **Am I entitled to a per diem allowance when going on an official errand?**

For official errands, there is no entitlement to a per diem allowance. Chunk\_26

1. **Under what condition can an official errand be covered by per diem allowance?**

For errands lasting more than eight hours, the necessary documented expenses for meals shall be reimbursed up to the amount of the per diem allowance applicable for an official trip. Chunk\_26

1. **What is the percentage withheld from the entitled per diem allowance in case I receive complimentary meals?**

20% of the daily per diem will be withheld for breakfast, and 40% each for lunch and dinner if a traveler receives complimentary meals, is provided meals by a third party, or does not avail themselves of complimentary meals without a compelling reason. Chunk\_27

1. **What is the sum received for a necessary overnight stay?**

For a necessary overnight stay, official travelers receive a lump sum of 20 euros domestically and 30 euros abroad. Higher accommodation costs shall be reimbursed to the necessary extent. Chunk\_28

1. **What happens when the stay at the same external business location lasts longer than seven days?**

If the stay at the same external business location lasts longer than seven days, from the eighth day onward the same reimbursement is granted as would be provided in the case of a secondment. All days between the day of arrival and the day of departure are counted as days of stay. Chunk\_30

1. **For official travel, when would I receive a single expense allowance instead of the usual separate payments for meals and hotels?**

Official travelers, for whom generally lower expenses for meals and accommodation are incurred, may, as determined by the highest competent authority or its authorized subordinate authority, be compensated by an expense allowance in lieu of per diem, accommodation allowance, and reimbursement of expenses under § 8, corresponding to the necessary expenses. Chunk\_31

1. **When is a lump sum reimbursement granted instead of the travel expense reimbursement?**

The highest competent authority or its authorized subordinate authority may, for regular or similar official trips, grant a lump sum reimbursement in lieu of the travel expense reimbursement or individual components thereof, which is to be determined based on the average of the individual reimbursements otherwise incurred in a certain period. Chunk\_32

1. **What is considered incidental expenses?**

Necessary expenses incurred for the conduct of official business that are not reimbursable under §§ 4 to U shall be reimbursed as incidental expenses. Chunk\_33

1. **If my trip is canceled, will I get reimbursed for necessary pre-trip expenses?**

If official trips are canceled for reasons not attributable to the official traveler, the necessary expenses incurred in preparation, which are eligible for reimbursement under this Act, shall be reimbursed. Chunk\_34

1. **In case of a transfer, secondment, or termination of a secondment, for how long is the per diem allowance granted?**

For official trips on the occasion of a transfer, secondment, or termination of a secondment, the per diem allowance is granted for the period until arrival at the new place of work. Chunk\_35

1. **How long is the per diem allowance provided for on the day of arrival at a new place of work?**

The per diem is granted until the end of the day of arrival. Chunk\_35

1. **Will the travel expense reimbursement cover a vacation or another trip if I combine it with an official trip?**

If an official trip is combined with a vacation or another private trip, the travel expense reimbursement shall be calculated as if only the official trip were undertaken. Chunk\_37

1. **In case an official trip commences or concludes at the vacation location, how will the travel expense reimbursement be calculated?**

If it is ordered or approved that the official trip is to commence or conclude at the vacation location, the travel expense reimbursement shall, contrary to paragraph 3, be calculated based on the departure from or arrival at that location. Chunk\_38

1. **If the trip terminates early for official reasons, is the return journey to the official premises covered by travel expense reimbursement?**

If, for official reasons, the early termination of a vacation or another private trip is ordered, the return journey from the vacation or stay location to the official premises shall be treated as an official trip for which travel expense reimbursement is granted. Chunk\_39

1. **If a trip is interrupted, are the expenses of persons accompanying me also reimbursed, or only my expenses?**

Expenses of the official traveler and any accompanying persons that arise due to the 7 interruption or early termination of a vacation or another private trip shall be reimbursed to an appropriate extent. Chunk\_40

1. **If I get hospitalized during my official trip, will I have to cover the necessary expenses?**

If official travelers fall ill and are admitted to a hospital, the necessary expenses for accommodation at the business location shall be reimbursed for each full calendar day of the hospital stay. Chunk\_41

1. **Will journeys between the residence and the regular official premises be reimbursed?**

For journeys between the residence and the regular official premises undertaken for a special official reason, the necessary travel costs incurred may be reimbursed. Chunk\_42

1. **What is considered an official trip abroad?**

Official trips abroad are trips between the domestic territory and foreign countries as well as within foreign countries. In doing so, at least one business location must be located abroad. Chunk\_43

1. **For official trips abroad, which country will the per diem and accommodation allowance be granted for?**

The per diem and accommodation allowance shall be granted for the country that the official traveler last reaches before midnight local time. Chunk\_46

1. **If I finish my work abroad and then fly home, arriving just before midnight, do I get the per diem rate for the visited country for that last day?**

If, during an official trip abroad, the domestic territory is reached last before midnight, foreign per diem shall be granted for the country of the last business location abroad. Chunk\_46

1. **In case of air travel, when is the country considered to have been reached?**

In the case of air travel, a country is deemed reached at the time the airplane lands there. Chunk\_47

1. **Under what condition is an airplane stopover covered by the travel reimbursement act?**

Stopovers are disregarded unless they necessitate an overnight stay. Chunk\_47

1. **Does the foreign per diem change after 14 days of staying at the same business location?**

If the stay at the same foreign business location (excluding departure and return days) lasts longer than 14 days, the foreign per diem according to paragraph 3 shall be reduced by 25 percent from the 15th day onward. Chunk\_48

1. **From which day of a long stay abroad does the per diem reduction take effect?**

Instead of the lump sum accommodation allowance, from the 15th day onward, the necessary documented accommodation costs shall be reimbursed. Chunk\_48

1. **Who can receive a separation allowance?**

Officials and judges who are seconded to a location outside their official or residential area without a promise of moving expense reimbursement shall receive a separation allowance for the necessary expenses incurred as a result, taking into account the savings at home. The same applies to temporary assignments for official reasons to another part of the employment authority and to temporary official duties at another institution than an office. Chunk\_49

1. **As an official on probation in the preparatory service, do I receive separation allowance?**

Officials on probation in the preparatory service shall receive 50 percent of the compensation provided in paragraph 1 in the case of secondments within the framework of training. Chunk\_50

1. **When will this new travel expense act be applied?**

This Act shall enter into force on January 1, 2018**.**  Chunk\_53

1. **Why are there additional costs in the new travel expense act?**

Additional costs estimated at 250,000 euros result from the climate compensation payment for officially required flights. Chunk\_57

1. **What is the reason for implementing savings measures like restricted first-class train travel and adjusted per diem reductions?**

The increases in certain compensations (for example, mileage allowance, travel cost

reimbursement when the trip begins at the residence) are offset by savings in other

provisions (restriction of eligibility for first-class travel on trains, adjustment of the

reduction of the per diem in the case of complimentary meals in accordance with tax

regulations). Chunk\_57

1. **How many mileage allowance rates were there in the past?**

With the use of one’s own motor vehicle, there were previously three different rates (1G, 25, and 35 cents/km), depending on whether the vehicle’s engine capacity was above or below G00 ccm, whether compelling reasons existed for its use, and whether the vehicle was approved for official travel. In addition, the vehicle had to belong to the traveler or to a person living in a common household (which repeatedly led to problems, especially in non-marital partnerships). Chunk\_69

1. **How many mileage allowance rates will there be in the future?**

In the future, only two rates shall apply: – 35 cents if there is a significant official interest in the use of the vehicle. This includes employees who, under the law in force until December 31, 2017, fulfilled the requirements for the approval of their private vehicle for official travel (in particular, field employees), as well as other employees when carpooling is arranged or in the case of severely disabled employees. The previous additional allowance of 2 cents/km for accompanying persons is eliminated. – 25 cents/km in all other cases of motor vehicle use and for the use of another vehicle (for example, bicycle, e-bike). This rate is intended to cover the ongoing operating costs. With this new regulation, the formal procedure for “approval of one’s own vehicle for official travel” is eliminated, as is the previously often cumbersome examination of whether compelling reasons exist. Furthermore, an incentive is created to use a bicycle or e-bike for shorter official trips. For the entitlement to mileage allowance, it is no longer required that the traveler uses a vehicle they own. Chunk\_69

1. **My private vehicle has been approved for official travel before the end of 2017, what mileage allowance rate applies to me?**

35 cents if there is a significant official interest in the use of the vehicle. This includes employees who, under the law in force until December 31, 2017, fulfilled the requirements for the approval of their private vehicle for official travel (in particular, field employees), as well as other employees when carpooling is arranged or in the case of severely disabled employees. The previous additional allowance of 2 cents/km for accompanying persons is eliminated. Chunk\_69

1. **I have a severe disability affecting my right leg that prevents me from walking. What mileage allowance applies to me?**

– 35 cents if there is a significant official interest in the use of the vehicle. This includes employees who, under the law in force until December 31, 2017, fulfilled the requirements for the approval of their private vehicle for official travel (in particular, field employees), as well as other employees when carpooling is arranged or in the case of severely disabled employees. Chunk\_69

1. **Does this new regulation still require accompanying persons *in the same vehicle* to pay 2 cents per kilometer?**

The previous additional allowance of 2 cents/km for accompanying persons is eliminated. Chunk\_69

1. **Will I get the 25 cents/km rate if I use my bicycle for a short work trip?**

25 cents/km in all other cases of motor vehicle use and for the use of another vehicle (for example, bicycle, e-bike). Chunk\_69

1. **Is there still a formal process to get my personal car approved for official travel?**

With this new regulation, the formal procedure for “approval of one’s own vehicle for official travel” is eliminated, as is the previously often cumbersome examination of whether compelling reasons exist. Chunk\_69

1. **Do I now have to own the vehicle I use for official travel to get mileage reimbursement?**

For the entitlement to mileage allowance, it is no longer required that the traveler uses a vehicle they own. Chunk\_69

1. **What is the new minimum length of an official trip required for me to be eligible for the per diem?**

This corresponds to the previous § U LRKG. Only the minimum duration justifying a claim to per diem is increased from exactly eight hours to more than eight hours. Chunk\_70

1. **What is the reason for increasing the minimum duration of an official trip required to claim per diem?**

This corresponds to the tax regulation and is intended to avoid the administratively burdensome taxation of the per diem when the trip lasts exactly eight hours. Chunk\_70

1. **What is the main reason we expect to see tax relevant amounts occur only rarely?**

The previous withholding provisions, which were separately regulated in §§ 12 and 10 (3) LRKG, are now adapted to the tax law reduction provisions. As a result, tax-relevant amounts will occur only in very rare cases, which leads to a significant administrative simplification. Chunk\_73

1. **Is breakfast included in the accommodation costs?**

Finally, the regulation for accommodation costs that include breakfast is no longer included. Chunk\_75

1. **Will the per diem consider breakfast?**

Breakfast as a meal component shall henceforth be taken into account in the per diem by withholding 20 percent of the full per diem. Chunk\_75

1. **With the revised policy, is an application required to continue receiving separation allowance for a longer period?**With the revision of the State Separation Allowance Regulation, the previously administratively cumbersome application procedure for extending the period during which separation allowance is received is rendered unnecessary. Chunk\_76