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. **The order of approval for an official trip should be submitted manually only?**

The order or approval must be given in writing or electronically. 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. **Is an order or approval required for a judge's 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. **Is an order or approval required for a state commissioner’s 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. **Is an order or approval required for a government commissioner's 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. **Will travelers receive reimbursement for additional expenses?**

Official travelers shall, upon application, receive reimbursement for the necessary additional expenses incurred due to official travel. Chunk\_11

1. **Is the traveler 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. **What happens when the official trip is commenced and/or concluded at the traveler’s residence?**

In the 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. **If the traveler has several residences which one should be chosen as start/end points?**

In the presence of several residences or accommodations, the one nearest to the official premises shall be decisive. Chunk\_12

1. **Are official travelers free to choose the means of transport?**

Official travelers are generally free to choose the means of transport. In choosing the means of transport. Chunk\_13

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 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 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. **What happens when employees receive benefits in the exercise of their office from third parties?**

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 secondary trip are employees 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. **Can a traveler partially waive their travel expense reimbursement?**

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

1. **How should a waiver be declared?**

A waiver must be declared in writing or electronically. Chunk\_17

1. **Will costs incurred for journeys using regularly scheduled public transport be reimbursed?**

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. **Are flight costs reimbursable ?**

Flight costs are reimbursable if the official or economic reasons for using air travel outweigh the climate protection considerations. Chunk\_18

1. **Which flight class is reimbursable?**

The costs of the lowest flight class shall be reimbursed. 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. **What are the consequences of using a private motor vehicle?**

For journeys undertaken by official travelers using a private motor vehicle or any other vehicle not mentioned in § 4 (Regularly scheduled public transport, air travel/flights, rental car, taxi, and vehicles used within a car-sharing model), a mileage allowance is granted. Chunk\_22

1. **How much is the mileage allowance?**

The mileage allowance amounts to 25 cents per kilometer traveled. Chunk\_22

1. **Under what condition is the mileage allowance increased?**

If there is a significant official interest in the use of a motor vehicle, the mileage allowance shall be 35 cents per kilometer traveled. Chunk\_23

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 is the per diem allowance?**

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. **Are travels going on official errands entitled to a per diem allowance?**

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. **How much percent will be withheld from the entitled per diem in case a traveler receives complimentary meals, is provided meals by a third party, or does not avail himself of the complimentary meals without a compelling reason?**

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 happens in case of 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. **Under what conditions is accommodation allowance not granted?**

Accomodation allowance is not granted if:

1. for the duration of the use of a means of transport,

2. for the duration of the stay in the traveler’s own residence,

3. if accommodation is provided free of charge for official purposes, even if this accommodation is not used without a compelling reason,

4. in cases where the charge for the accommodation is included in the reimbursable travel or other costs, unless an overnight stay becomes additionally necessary due to an excessively early arrival at or a too late departure from the business location. Chunk\_29

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. **Will necessary expenses incurred in preparation for the trip be reimbursed in case of cancellation?**

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, 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. **Is full reimbursement for education or training trips always guaranteed?**

For trips for the purpose of education or training that are partially in the official interest, costs incurred up to the amount of the travel expense reimbursement to which one is entitled for official trips may be reimbursed with the consent of the highest competent authority or its authorized authority. Chunk\_36

1. **Is there a limit on the reimbursement for education or training trips?**

Officials on probation in the preparatory service expenses may only be reimbursed up to 50 percent. Chunk\_36

1. **In case the official trip is combined with a vacation or another private trip what will the travel expense reimbursement cover?**

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. **Will travel expense reimbursement be granted if an early termination of a vacation or another private trip is ordered?**

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. **Are expenses that arise due to interruption or early termination of a vacation or another private trip reimbursed?**

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 a traveler gets ill, will he/she 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. **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. **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. **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 happens if the domestic territory is reached last before midnight during an official trip abroad?**

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, at what time 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?**

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

1. **What happens if a stay If the stay at the same foreign business location lasts longer than 14 days?**

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. **Who issues a separation allowance?**

The Ministry of Finance shall issue a regulation governing the separation allowance. 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. **If I'm traveling for work starting February 2018, which set of rules should my travel expense reimbursement be based on – the State Travel Expense Act mentioned here, or the older one from May 20, 1969?**

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

1. **Why was the State Travel Expense Act revised?**

The revision of the State Travel Expense Act (LRKG) is the first comprehensive restructuring of travel expense law since 1UU7. The new regulations pursue the goal of reducing bureaucracy and meet the demand for a simplification of the application and settlement procedures and for straightforward rules. The previous travel expense law is outdated and requires updating and legal simplification to ease the conduct and administrative processing of official travel. Overall, the density of regulation is reduced (14 instead of 24 paragraphs and the elimination of one regulation). Furthermore, regarding mobility behavior, the requirements of climate protection are to be considered (exemplary function of the state administration pursuant to § 7 of the Climate Protection Act). Chunk\_54

1. **I often travel internationally for work. Does this new version of the State Travel Expense Act still cover my expenses for trips outside of Germany, or is there a separate set of rules I need to follow?**

The provisions for foreign travel are integrated into the Act and the general administrative regulations; the previous State Foreign Travel Expense Regulation becomes redundant and may lapse. Chunk\_55

1. **Why are there additional costs?**

Additional costs estimated at 250,000 euros result from the climate compensation payment for officially required flights. Chunk\_56

1. **Before my official trip is even approved, will someone be checking if there's a cheaper way for me to do my job instead of traveling?**

The regulation essentially corresponds to the previous § 2 LRKG. Sentence 4 confirms in the Act that before ordering or approving an official trip, it must be examined whether a less costly means of conducting the official business is indicated and possible, in order to manage public funds economically. Chunk\_61

1. **What means of transportation is preferred?**

In particular, public transport should generally be given priority on long journeys. Chunk\_64

1. **Which train class tickets can be reimbursed?**

For reasons of administrative simplification and cost, in principle only the costs of second class shall be reimbursed. Chunk\_65

1. **What if I must use a first class train ticket, will I be reimbursed?**

The highest competent authority may permit exceptions for its area of responsibility. Chunk\_65

1. **If I participate in a car-sharing program that I might also use for personal trips, will the cost of my membership fee be reduced at all for official travel expense purposes?**

In the case of participation in car-sharing models, for administrative economy reasons, no reduction of the membership fee due to possible private use is applied. Chunk\_66

1. **If my job requires me to take a flight, will there automatically be some kind of climate compensation payment made?**

The mandatory performance of a climate compensation for officially required flights is intended to contribute to a climate-neutral state administration. Public universities are recommended to do likewise. Chunk\_67

1. **How many different mileage rates will there be in the future for using my own car?**

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**.** Chunk\_69

1. **What is the higher mileage rate, and when does it 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. 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. 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. **Is breakfast included in the accommodation costs?**

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

1. **What percentage of the full per diem will be withheld for 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