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1. **What is an official trip?**
2. **The order of approval for an official trip should be submitted manually only?**
3. **What is an official errand?**
4. **Is an order or approval required for a judge's official trip?**
5. **Is an order or approval required for a state commissioner’s official trip?**
6. **Is an order or approval required for a government commissioner's official trip?**
7. **Will travelers receive reimbursement for additional expenses?**
8. **Is the traveler free to choose the starting and end points of the trip?**
9. **What happens when the official trip is commenced and/or concluded at the traveler’s residence?**
10. **If the traveler has several residences which one should be chosen as start/end points?**
11. **Are official travelers free to choose the means of transport?**
12. **When is the deadline for the entitlement to travel expense reimbursement?**
13. **When does the six-month period deadline begin?**
14. **Is the submission of receipts required for the application?**
15. **When is the deadline for submitting payment receipts?**
16. **Can I throw away my receipts after submitting them?**
17. **What happens when employees receive benefits in the exercise of their office from third parties?**
18. **In case of a secondary trip are employees still entitled to travel expense reimbursement?**
19. **Can a traveler partially waive their travel expense reimbursement?**
20. **How should a waiver be declared?**
21. **Will costs incurred for journeys using regularly scheduled public transport be reimbursed?**
22. **Are flight costs reimbursable ?**
23. **Which flight class is reimbursable?**
24. **What are the circumstances in which reimbursement for a higher class of travel is permitted?**
25. **Is the cost of a rental car or taxi reimbursed?**
26. **What are the consequences of using a private motor vehicle?**
27. **How much is the mileage allowance?**
28. **Under what condition is the mileage allowance increased?**
29. **How much is the surcharge of mileage allowance in case of difficult roads?**
30. **How much is the per diem allowance?**
31. **In case of an official trip lasting less than one full calendar day, how much is the per diem allowance?**
32. **How is the duration of the official trip determined?**
33. **Are travels going on official errands entitled to a per diem allowance?**
34. **Under what condition can an official errand be covered by per diem allowance?**
35. **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?**
36. **What happens in case of a necessary overnight stay?**
37. **Under what conditions is accommodation allowance not granted?**
38. **What happens when the stay at the same external business location lasts longer than seven days?**
39. **Will necessary expenses incurred in preparation for the trip be reimbursed in case of cancellation?**
40. **In case of a transfer, secondment, or termination of a secondment, how long is the per diem allowance granted?**
41. **Is full reimbursement for education or training trips always guaranteed?**
42. **Is there a limit on the reimbursement for education or training trips?**
43. **In case the official trip is combined with a vacation or another private trip what will the travel expense reimbursement cover?**
44. **Will travel expense reimbursement be granted if an early termination of a vacation or another private trip is ordered?**
45. **Are expenses that arise due to interruption or early termination of a vacation or another private trip reimbursed?**
46. **If a traveler gets ill, will he/she have to cover the necessary expenses?**
47. **What is considered an official trip abroad?**
48. **Which country will the per diem and accommodation allowance be granted for?**
49. **Will journeys between the residence and the regular official premises be reimbursed?**
50. **What happens if the domestic territory is reached last before midnight during an official trip abroad?**
51. **In case of air travel, at what time is the country considered to have been reached?**
52. **Under what condition is an airplane stopover covered?**
53. **What happens if a stay If the stay at the same foreign business location lasts longer than 14 days?**
54. **From which day of a long stay abroad does the per diem reduction take effect?**
55. **Who can receive a separation allowance?**
56. **Who issues a separation allowance?**
57. **As an official on probation in the preparatory service, do I receive separation allowance?**
58. **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?**
59. **Why was the State Travel Expense Act revised?**
60. **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?**
61. **Why are there additional costs?**
62. **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?**
63. **What means of transportation is preferred?**
64. **Which train class tickets can be reimbursed?**
65. **What if I must use a first class train ticket, will I be reimbursed?**
66. **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?**
67. **If my job requires me to take a flight, will there automatically be some kind of climate compensation payment made?**
68. **How many different mileage rates will there be in the future for using my own car?**
69. **What is the higher mileage rate, and when does it apply?**
70. **Will I get the 25 cents/km rate if I use my bicycle for a short work trip?**
71. **Is there still a formal process to get my personal car approved for official travel?**
72. **Do I now have to own the vehicle I use for official travel to get mileage reimbursement?**
73. **What is the new minimum length of an official trip required for me to be eligible for the per diem?**
74. **Is breakfast included in the accommodation costs?**
75. **What percentage of the full per diem will be withheld for breakfast?**