

Short Stays Abroad Guidelines on Application and Reimbursement of Expenses

In cases where it is not yet possible to determine the final costs of the proposed short stay, the maximum amount applied for must be indicated. Only fully documented expenses can be reimbursed. Costs for flights, taxis, hire cars or use of one's private car will be met only where there are special and justifiable reasons for doing so (e.g. where public transport options are not available, where proof of significant savings in time or costs can be provided/anticipated, in cases of illness, disability etc.). Reimbursement will be made in accordance with the applicable [Travel Expenses Guidelines of the State of Rhineland-Palatinate](#) (in German). It is not possible to cover part of the cost of the Deutschlandticket or a BahnCard.

Following the stay, a **short report** is to be submitted in accordance with the form that will be sent along with the notification of approval. **No reimbursement of expenses is permitted without a completed report.** Meal costs (including breakfast on overnight stays) will **not** be reimbursed.

JGU employees

Those employed by the JGU who are granted funding must submit a signed **business trip application** to the relevant university institute/faculty at least two weeks prior to travel. The following information is to be included:

Cost bearer: GSHS | **cost centre:** 8442 | **accounting object:** 8844220

“Agreed travel allowance limited to a maximum overall amount”: approved amount according to the notification of approval.

Since this will be an official trip abroad requiring authorisation, an **occupational medical check-up** may be required. When traveling to EU member states and equivalent countries, an A1 certificate of posting (“Entsendeantrag”) must also be applied for. Following completion of the trip, JGU employees must complete and sign an **application for reimbursement of travel expenses** and submit it either by post or in person to the GSHS office along with the original business trip application and all invoices and receipts (small-format receipts are to be attached side by side, using a glue stick, to a DIN A4 sheet). The forms for the business trip application and for reimbursement of travel expenses can be found in English and German under the following link: <https://www.verwaltung.personal.uni-mainz.de/download-center/>. The GSHS office will be happy to advise you.

[Forms for business trip applications, “Entsendeantrag” and travel expense reimbursement in German and English](#)

Applicants not employed at JGU

Those not employed at the JGU who are granted funding will receive a **“travel order”** from the GSHS office following approval of their trip. This must be submitted to the GSHS office along with the required receipts following completion of the trip. Please make sure to include your current home address and bank details. Please note: if the trip is undertaken via a travel order, **no accident insurance cover** will be provided by the JGU. We therefore recommend that you make appropriate private provision.

Please do not hesitate to contact the GSHS office if you have any questions:

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