

on the combination of business trips for the WZB with private trips or business trips for third parties (even on weekends and public holidays)

Due to the many possibilities of combining business trips with private trips we urge you to please consult the person who did the inviting already when preparing for your trips. Already at this stage, the information we require about the actual travel times and the expected costs needs to be as specific as possible.

For the reimbursement of travel expenses we now require the usual **proof of actual costs** (e.g. invoices, payment receipts, tickets, boarding passes etc.) as well as the submission of a **comparative offer**. In order to ensure the comparability with the costs submitted with proof, the person travelling must determine the comparative costs with quotations **prior to travelling, using the same dates as the actual booking**.

Booking and comparative offer must always be obtained taking **aspects of economy and efficiency** into account (i.e. the lowest price at time of booking/querying for travelling on the respective travel dates for the business/private trip).

When completing the application and travel expense report please indicate the actual times of departure from Berlin and arrival in Berlin. The times required for the business will be determined by the travel cost centre based on the times of the official business and the relevant travel connections.

Please note that only those costs for overnight stays and those subsistence costs that are strictly required for the business trip are reimbursable.

For the combination of business trips and private trips, generally **two situations** are differentiated and **reimbursed at different rates**:

1. Combination with up to 5 working days private stay or trips for third parties

The traveller is required to obtain **comparative offers** (see above) for the **routes strictly required for the business trip** (no one-way flights if a return flight can be quoted/booked at the same time) **for the travel times required for the business part of the trip - as if only a business trip were taking place**.

The WZB-travel cost centre (Reisekostenstelle) will determine the actual costs eligible for reimbursement from the comparative offers and the **actual total costs of the trip as proven by the traveller**. It is calculated as if the traveller had travelled directly to the official business and had returned immediately (fictitious arrival and / or return trip).

2. Combination with more than 5 working days private stay or trips for third parties

The traveller is required to obtain **comparative offers** (see above) for the **private trip** for the travel times required for the private part of the trip - **as if only the private trip were taking place**.

Based on this, the travel cost centre will determine the costs which would have occurred for a private trip in any case. These costs are then deducted from the **actual total costs of the trip as proven by the traveller** (in accordance with the travel expense report). The result may be that e.g. individual nights and/or flight costs are not deemed as necessary for the business; however, they would have qualified for reimbursement in connection with a private stay of up to 5 working days.