

## **Travel Expenses for GLOMAR funded trips - Guidelines for PhD students not employed at the University of Bremen (ZMT, Jacobs University etc.)**

Business trips which are funded through GLOMAR, MARUM or other budgets that are billed through the University are subject to the guidelines for travel expenses of the University of Bremen. This also applies to GLOMAR members who are employed at other institutions. **Failure to comply with these rules results in applicants having to cover all travel costs from their private budget.**

With this document, we do our best to help you understand what is needed. Please feel welcome to contact us anytime at [early-career@marum.de](mailto:early-career@marum.de) if you have further questions!

### **DERPART / Atlatos**

**All travel bookings must be done using the portal of DERPART Reisevertrieb GmbH**, the service partner of the University. The online portal is called "Atlatos Traveller" (<https://www.atlatos-traveller.de>). Travel bookings include train, bus and flight tickets, accommodation / hotel and rental cars. During the booking process special university rates will automatically be applied. Booking fees charged by DERPART for using the Atlatos portal will be covered by GLOMAR. Costs charged by DERPART for bookings via telephone cannot be reimbursed.

Please contact Sinah Teumer via [early-career@marum.de](mailto:early-career@marum.de) who will support you with the booking. Please do so several weeks before your planned travel to allow for sufficient time to process your request.

### **Business trip combined with private trip**

If a business trip is combined with a private trip (e.g. for holidays), travel costs need to be proven by presenting alternative offers (a – travel without business part, b – travel without private part) from the same day. The latter need to be attached to the travel application (Reiseantrag). If alternative offers are missing, costs cannot be covered or reimbursed. The private trip may not last more than 5 working days. Otherwise not all the costs are covered.

### **Cancellation of a trip**

If a business trip is cancelled, all bookings must be cancelled online via the travel portal Atlatos immediately. Please also inform GLOMAR via [early-career@marum.de](mailto:early-career@marum.de) about your cancellation!

### **Travelling by airplane**

Costs for flight tickets in the lowest category can be reimbursed only if taking an airplane is necessary from a business or economic point of view. This is the case if costs are lower than those of train tickets or if at least half a work day can be saved and the resulting time saving is more economical in relation to the additional costs. In the case of travel abroad, costs for flight tickets can also be reimbursed if the overland journey would take more than 12 hours. The particular reasons must be explained in the travel application.

Since we work in environmental research, the necessity of using airplanes for travel should be carefully considered. Domestic flights and flights to the border regions (e.g. Vienna or Brussels) are to be avoided.

## CO2 compensation

The University of Bremen is obliged to pay a CO2 compensation tax for all business trips with motorised vehicles (train, car, airplane). The calculation of the respective compensation amount is carried out by the travel department as part of the settlement of the business trip. Compensation payments made by travellers themselves (e.g. Atmosfair) cannot be reimbursed.

## Documents you need to fill in before your trip

Form	To be signed by	Send original copy to
Travel application ( <i>Reiseantrag</i> ) from the University of Bremen	applicant and supervisor	Carmen Murken: murken@marum.de
Travel application ( <i>Reiseantrag</i> ) from the institution where you have your work contract	applicant and supervisor	Please enquire with your home institution

## Documents for reimbursement following your trip

- Original approved travel application (*Reiseantrag*) (original signature)
- Travel reimbursement (*Reiseabrechnung*) – form provided by the University of Bremen
- All invoices, bank statements etc. to justify reimbursement (original documents!)

### Contact:

All enquiries regarding travel booking and reimbursement should be directed to Sinah (early-career@marum.de).

**Please note that travel applications are decided on by the travel department of the University of Bremen. MARUM and GLOMAR have no authorisation to depart from the rules explained above and as stated in the travel guidelines of the University of Bremen.**