

Travel expenses for GLOMAR-funded trips - Guidelines for doctoral researchers employed at the University of Bremen

Business trips funded through GLOMAR, MARUM or other budgets billed through the University, are subject to the guidelines for travel expenses of the University of Bremen. **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 do not hesitate to contact us anytime at early-career@marum.de if you have any further questions!

DERPART / Atlatos

All travel bookings must be made through DERPART Reisevertrieb GmbH portal, the university's service partner. The online portal is called "Atlantos Traveller" (<https://www.atlatos-traveller.de>). Travel bookings include train, bus and flight tickets, accommodation/hotel and car hire. 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.

You need to get an account for the booking portal Atlatos, which you will get from the travel department of the university by sending the registration form to reisen@vw.uni-bremen.de.

With an e-mail address from the University of Bremen, you can find additional information about travel bookings in the internal section of these webpages:

<https://www.uni-bremen.de/intern/personal/dienstreisen/geschaeftsreisebuero/derpart>
<https://www.uni-bremen.de/en/intern/staff/business-travel/legal-provisions-forms>

Business trip combined with private trip

Suppose a business trip is combined with a private trip (e.g. for holidays). In that case, travel costs must 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. As a rule, the private part of the trip may not last longer than 5 working days. There are exceptions to this rule but you need to discuss these with the travel department (reisen@vw.uni-bremen.de) before (!) booking your trip.

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 about your cancellation!

Travelling by airplane

The cost of air tickets in the lowest category can only be reimbursed if air travel is necessary for business or economic reasons. This is the case if the cost is lower than that of a train ticket or if at least half a working day can be saved and the time saved is more economical than the additional cost. In the case of international travel, the cost of air tickets may also be reimbursed if the overland journey takes more than 12 hours. The specific reasons must be explained in the travel request.

As we work in the field of environmental research, the need to travel by air should be carefully considered. Domestic flights and flights to border regions (e.g. Vienna or Brussels) should be avoided. Please consider taking the train to Hamburg for international flights.

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

****Please note that these forms must be printed and signed on paper. You need to submit a paper copy of each of the respective forms!****

Form	To be signed by	Send printed form with original signature to
Travel application (<i>Reiseantrag</i>)	applicant and supervisor	Carmen Murken: murken@marum.de
Risk assessment for activities in foreign countries (<i>Gefährdungsbeurteilung für Auslandstätigkeiten</i>) – even if you are only planning to attend a conference;	supervisor	the original copy stays within the working group for the duration of the trip
<i>Fragebogen A1-2</i> – deployment form for travel to a country within the EU, Iceland, Liechtenstein, Norway, or Switzerland	-	Dezernat 2, University of Bremen: entsendungen@vw.uni-bremen.de Please note: if your trip is cancelled, you must inform Dezernat 2 about the cancellation!
<i>Entsendung vertragsloses Ausland</i> – deployment form for travel to any other country		

See also: <https://www.uni-bremen.de/dezernat2/service-a-z/e/entsendung-ins-ausland>

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 (in original!)

All forms must be returned to Vivien. If you send them directly to the University Travel Department, they will be returned to MARUM.

****Please note that all forms, invoices and other supporting documents must be printed and signed on paper. You need to submit a paper copy of each of the respective forms!****

For more information see also <https://www.marum.de/en/Travel-expenses.page> (login required)

Contact:

All enquiries regarding travel booking and reimbursement should be directed to Vivien (early-career@marum.de) or directly to the travel department (reisen@vw.uni-bremen.de; if you are employed at the University of Bremen).

Please note that the travel department of the University of Bremen decides upon travel requests. 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 and German Travel Law ("Bundesreisekostengesetz").