

Guidelines for the approval of business trips at the University of Oldenburg

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§ 1 Approval of business trips

- (1) Responsibility for the approval of domestic and international trips for **all** staff lies with the President of the University or his/her representatives.
- (2) Empowered by the State of Lower Saxony Ministry of Science and Culture (Ministerium für Wissenschaft und Kultur – MWK), the President or his/her representative makes decisions on the issuing of general approvals for business trips and the delegation of the right to approve business trips.

§ 2 General approval and delegation of the right to approve

- (1) On informal application, the President or his/her representatives can give Deans general approval to take business trips lasting up to 7 days (domestic and within Europe) in the course of their duties as deans.
- (2) If it seems sensible in terms of simplifying administrative workflows, the President or his/her representatives can give other staff a general approval for specific business trips.
- (3) The responsibility for approving business trips of up to 7 days (domestic and within Europe) is delegated to the following categories of people in order to create a practical and simple procedure for the approval of business trips:

Business traveller	Authorising office
Professors who wish to claim travel expenses	Dean. If the Dean so requests, this task can be delegated to the management of the institute or department.
Faculty Directors	Dean
Academic staff below the rank of professor within the faculty institutes and institutions	Dean, or if the Dean delegates the task, institute management or department management.
Technical & administrative (MTV) staff and other non-academic faculty staff	Faculty Director
Heads of scientific and research centres	President
Staff of scientific and research centres	Head of the scientific or research centre
Heads of central bodies	President
Staff of central bodies	Head of the central body
Heads of units and administrative departments of the President's office	President
Staff of units and administrative departments of the Presidential Chair	Head of the units or administrative department
Heads of divisions	Vice President for Administration and Finance
Staff of divisions	Head of the division

- (4) The approval of the President or his/her representatives is required for business trips lasting more than 7 days (domestic and within Europe), as well as business trips of any duration outside of Europe.

§ 3 Long-term approval for business trips

- (1) To accommodate recurring business trips, it is possible to provide approval for a longer period that covers all trips until 31 December of the current year at the latest. Approval for recurring business trips for the following year can be requested as of 15 November. A copy of the long-term approval must be sent to Division 2: Finances, Travel Expenses Department.
- (2) The responsibility for the long-term approval for business trips corresponds to the responsibilities for the approval of regular business trips.
- (3) Recurring business trips which involve the use of the traveller's private car and the high travel compensation rate of (currently) €0.30 per kilometre driven, require, on account of the assumption of liability for material damage, the approval of the Budget Officer or his/her representative.
- (4) Existing long-term business travel approval of other types (e.g. those with no restrictions) will no longer be valid after 30 September 2013.