

Excursion Guideline of Anhalt University of Applied Sciences

Guideline on Granting Travel Expenses and Subsidies

for Participating in Excursions

dated November 8th 2023

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§ 1 Basic Regulations

- (1) Excursions are study trips or courses that serve a practical training purpose. As a rule, they begin and end at the place of training or the place of employment of Anhalt University of Applied Sciences.
- (2) In principle, only members of Anhalt University are permitted to take part in them.
- (3) Excursions are to be organised in particular if it is not sufficiently possible to teach the relevant scientific or artistic methods, skills (e.g. foreign languages, regional studies, occupation-related, nature conservation-related), the independent acquisition of practical experience, and the on-site examination of original objects in the spatial area of Anhalt University of Applied Sciences.
- (4) The basic principle of cost efficiency and austerity is to be adhered to at all times.

§ 2 Leading the Excursion

- (1) By default professors are responsible for leading excursions. Academic and artistic staff, practical assistants, lecturers and teaching staff for special tasks may lead excursions, provided that they organise the course related to the excursion.
- (2) If required, additional supervisors may accompany the excursion.

§ 3 Preparation of the Excursion

- (1) Excursions must be announced to students in good time and in an appropriate form, stating the number of participants and the deadlines for registration and free cancellation. The excursion leader defines the common start and end (time, place) of the excursion.
- (2) If students cancel their registration after the cancellation date specified in section 3.1, they must bear the costs incurred as a result of the cancellation. Students must be informed of this in a suitable form when registering for the excursion and have to confirm this.

§ 4 Financing

- (1) Excursions may be financed (exclusively or cumulatively) with the following funds:
 - Students' individual contribution
 - Available budget funds
 - Third-party funds
- (2) Due to the limited budget available for excursions, an appropriate personal contribution must be made by the students. The amount of the individual contribution is at the discretion of the excursion organiser and must be reflected in the calculation. Regulations relating to third-party funding may deviate from this.
- (3) For the excursion leader and potential accompanying persons, a business trip in accordance with the applicable provisions of the Federal Travel Expenses Act (BRKG) and the specific regulations issued by the state of Saxony-Anhalt as well as the regulations of Anhalt University of Applied Sciences apply. (The business trip application must be submitted by the excursion leader and any necessary accompanying persons in parallel with the excursion application and must be approved by the Dean, in the case of excursions abroad by the President).
- (4) When deciding on the means of transport to be used, the cheapest public transport option is to be preferred, provided agenda of the excursion allows for it.
- (5) The university's own excursion bus may be used with the prior authorisation of the administrative management (coordinator of transport services).
- (6) If private vehicles are used for budgetary or other unavoidable reasons, the small distance allowance shall be granted in accordance with the applicable provisions of the BRKG and the specific regulations issued by the state of Saxony-Anhalt. The vehicle owner must declare in writing that he/she will not file any claims for damages against the university, for any damage caused by the use of his/her vehicle and that he/she will indemnify the university against any claims for damages by third parties. Please use the form: Appendix 4- Declaration for the use of a private vehicle.

(7) Students may receive lump sum packages in order to cover the daily cost incurred for accommodation and catering. These apply in accordance with the DAAD flat-rate subsistence allowances for Germany and the respective destination country, see Annex 5 DAAD flat-rate subsistence allowances. The allowance is payable from the first day of the stay during the excursion. Arrival and departure days may generally be claimed as one day. The respective regulations for other third-party funded projects apply. Proof of the stay must be provided in the form of a list of participants signed by the participants.

§ 5 Application and Billing Procedure

- (1) Applications for approval of excursions (Annex 1 Excursion application) must be submitted by the excursion leader to the Dean four weeks before the start of the excursion. The Dean will review and decide promptly. For excursions without reimbursement of costs, an informal application to the Dean is sufficient. For excursions abroad, the Dean can apply to the International Office for an excursion subsidy. The excursion leader will be informed of the decision(s) by the Dean accordingly. Abroad excursions must be authorised by the Dean and the President or the Head of Administration. The international excursion application is therefore forwarded to the President's Office by the International Office. The Budgetary and Finance Department informs the Dean's Office, (if necessary, the person responsible for the cost unit) about the "determination number" and allocates the funds.
- (2) Once approval has been granted, the department submits the application signed by the Dean with the relevant attachments to the Budgetary and Finance Department in good time before the start of the excursion in order to determine the excursion funds. In the case of excursions abroad, the International Office submits the complete application to the Budgetary and Finance Department for approval following authorisation by the President or the Head of Administration.
- (3) At the latest, two months after the end of the excursion, the leader must submit an account of the excursion using Appendix 2- "Excursion Account" and Appendix 3 "Breakdown of Reimbursement Contributions to Excursion Participants", including the original receipts, to the Dean's Office for review, which will then instruct the account to be billed.
- (4) The business trip expense report for the excursion leader and the accompanying person(s) must be submitted separately. It is therefore essentially important that excursion participants and business travellers each have separate and personal invoices/receipts issued (with the address of Anhalt University of Applied Sciences) - in the case of accommodation receipts, the name of the guest must be listed.

§ 6 Liability

- (1) Limitation of liability: Participation in the excursions happens at the person's personal risk. Claims for damages against the HSA in the context of the excursions offered can only arise in cases of intent and gross negligence. Any further liability on the part of HSA, its employees or the excursion leader is explicitly excluded. The statutory provisions apply to personal injury. The limitation of liability refers to any legal grounds arising from excursions or other teaching events outside of official buildings.
- (2) Exclusion of liability for force majeure: If the excursion, or parts of the excursion cannot take place due to force majeure, the financial risk is borne by the participants and not by the excursion organiser or the HSA (exclusion of liability). All students are liable for their own costs incurred.

§ 7 Insurance Coverage

- (1) Participants are responsible for ensuring that they are adequately insured during the excursion by taking out the appropriate insurance policies. All insurance claims must be asserted by the participants directly with the respective insurer.
- (2) Accident insurance: Due to their status as "enrolled and not currently on leave of absence", students are insured against accidents during the excursion by the HSA. Accidents must be reported immediately to the excursion organiser. In addition, the accident must be reported to the accident insurance provider by means of an accident report (form on the intranet: accident report). The relevant accident insurance fund is responsible for statutory accident insurance. Insurance cover is provided for enrolled students while attending courses/excursions that are provided for in the study and examination regulations.
- (3) For excursions lasting several days, the following principle applies: The excursion leader sets the start and end times of the excursion each day. Only these times comprise the course and thus the insurance cover provided by the statutory accident insurance. If students leave the group during the excursion without informing the excursion organiser, the insurance cover that applies to the course is automatically cancelled.
- (4) If the excursion is combined with a private trip, so that a separate arrival or departure is chosen for personal reasons, there is no insurance cover provided by the accident insurance fund for this period
- (5) Health insurance: Due to the status "enrolled and not currently on leave of absence", students must have health insurance. However, it is advisable to contact your health insurance provider before starting an excursion, especially abroad, to clarify your insurance cover. The statutory accident insurance does not cover private accidents and illnesses that are not excursion-related (e.g. appendicitis). It is therefore advisable to take out private international health insurance with repatriation cover, as statutory health insurance companies generally do not cover or reimburse repatriation. Their insurance cover does not apply or only applies to a limited extent abroad. As the excursion leader, please make sure to inform the participants of the following: For excursions abroad, foreign health insurance must be taken out if necessary! Any legal issues relating to foreign nationals (visa requirements etc.) must be clarified by the participants themselves in good time before the start of the excursion! In the case of cost-intensive excursions, travel cancellation insurance should be considered. The costs for this must be included in the student's personal contribution.
- (6) Liability insurance: There is no liability insurance due to the "enrolled" status. Private liability insurance is therefore recommended.


§ 8 Entry into Force

- (1) This excursion guideline comes into force after its approval by the President and publication on the intranet and in the Official Gazette of Anhalt University of Applied Sciences No. 94.
- (2) At the same time, the excursion guidelines of Anhalt University of Applied Sciences dated 1. February 2023 published in the Official Gazette of Anhalt University of Applied Sciences No. 92 shall cease to be in force.

Köthen, 08.11.2023

Prof. Dr.-Ing. Jörg Bagdahn


President Anhalt University of Applied Sciences

	Application Form for Excursion Appendix 1	Document No.	Rev.No.
		VWA_AL_U02_00	02

Department:

Date:

Study Course:		Semester:	
Name of the Excursion:			
Purpose of the Excursion:			
Destination:		Country:	
Start of Excursion	Date:	Time:	
End of Excursion	Date:	Time:	
Excursion Leader:		Tel.:	
E-Mail:			
Participants & accompanying persons (planned list of participants must be attached to application)			
Number of students:			
Number of accompanying persons: (incl. excursion leader)			
Mode of transportation(- tick the applicable; cost estimates are to be attached)			
Bahn 2 nd class	BahnCard		
	Group discount ticket		
Bus (3 offers)	Airplane	Ferry	
Privates vehicle	Info: only the short-distance compensation is applicable		
Official university vehicle			
Free of charge transportation (e.g. university bus)			

 HOCHSCHULE ANHALT University of Applied Sciences	Application Form for Excursion Appendix 1	Document No.	Rev.No.
		VWA_AL_U02_00	02

Estimated Costs

Transport	(Note: after successful authorisation, direct invoicing with the corresponding identification number and the address of the university is possible, e.g. for bus invoices etc.)		
Travel costs (e.g. train, bus, plane, ferry, local transport and private car (short distance km x € 0.20) max. € 130 there and back according to BRGK See §4 (6) Excursion Guideline regularly used means of transport) Please break down separately by means of transport.			
			€
Catering and accommodation (acc. to lump sums- see appendix 5)	students x	lump sum x country	days = €
Additional costs (Please list here e.g. entry fees, parking fees, road tolls etc.)			
	expected total sum: €		
Additional remarks:			
Total cost of excursion (transportation + lump sum + additional costs)	€		
Expected personal contribution, which the students pay themselves	Expected contribution per person:		€
	Total:		€
Grant hereby requested by the excursion leader	Expected grant per person:		€
	Total:		€

	Application Form for Excursion Appendix 1	Document No.	Rev.No.
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Please note for the settlement after the excursion: Please always ensure that the original receipts can be separated. The invoice must be submitted no later than two months after the excursion.

Date/signature excursion leader (applicant)

Approval

(to be filled by the department)

Kapitel:		Titel:	
Kostenstelle/ Kostenträger		Kostenart: Auswahlfeld	
Ausgabeart		approved by department	€

Date/Signature: (authorising party)

Additional subsidy from the International Office for excursions abroad or other cost centres/cost units

(to be filled by the International Office / cost centre manager)


Kapitel:		Titel:	
Kostenstelle/ Kostenträger:		Kostenart:	
Ausgabeart:		Approved sum:	€

Date/signature: Head of International Office/cost centre manager

For excursions abroad: Authorisation granted: Date/Signature: President/Head of Administration

to be filled by the Finance Department (Number will be distributed via Email or physical mail)


Specification number:	
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List of expected participants: latest day of possible cancellation before the trip:

By registering for the excursion, participants recognise the underlying excursion guidelines.

No.	Surname	Name	Study Course	Matr. No.	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					


 HOCHSCHULE ANHALT University of Applied Sciences	Billing Form Appendix 2	Dokument No.	Rev.No.
		VWA_AL_U03_00	02

Department:

Date:

Please note: **Reimbursement of travel expenses to the excursion leader and accompanying persons will be made separately via the business trip statement on the basis of the Federal Travel Expenses Act (BRKG).** Therefore, please always ensure that the original receipts can be separated. The statement must be submitted no later than two months after the excursion has taken place.


Study Course:	Semester:	Specification no.:
Name of the excursion:		
Purpose of excursion:		
Destination:		Country:
Start of excursion:	Date:	Time:
End of excursion:	Date:	Time:
Excursion leader:		Tel.:
E-Mail:		
Participants and accompanying persons (actual list of participants needs to be attached- App. 3.)		
Number of students:		
Number of accompanying persons: (incl. excursion leader)		
Mode of transportation(- tick the applicable; receipts are to be attached)		
Bahn 2 nd class	BahnCard	
	Group discount ticket	
Bus (3 offers	Airplane	Ferry
Private vehicle	Info: only the short-distance compensation is applicable	
Official university vehicle		
Free of charge transporta		

 HOCHSCHULE ANHALT University of Applied Sciences	Billing Form Appendix 2	Dokument No.	Rev.No.
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Actual costs incurred

Travel costs (e.g. train, bus, plane, ferry, local transport and private car (short distance km x € 0.20) max. € 130 there and back according to BRGK See §4 (6) Excursion Guideline regularly used means of transport) Please break down separately by means of transport.	
Catering & accommodation (acc. to lump sum appendix 5)	<div>students x</div> <div>lump sum x</div> <div>country</div> <div>days =</div> <div>€</div>
Additional costs (Please list, e.g. entry fees)	<div>Total sum:</div> <div>€</div>
Billed total cost (transportation + lump sum + additional cost)	<div>=</div> <div>€</div>
Information on advance financing via	<div>Paid bill(s) =</div> <div>€</div> <div>by:</div> <div>personal contribution of students =</div> <div>€</div>
In exceptional cases, reimbursement to/ recovery from: Excursion leader	(Surname, Name)
Private Address	
BIC	
IBAN	
Note as a rule: For reimbursement amounts of more than €5.00 per student, please use Annex 3 Breakdown of reimbursement contributions to excursion participants.	

Date/signature excursion leader (applicant)

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Kontierung (auszufüllen durch Bereich)

Kapitel:		Titel:	
Kostenstelle/ Kostenträger:		Kostenart:	
All original receipts (except for catering and accommodation) are available			
Requested costs according to application		€	
Actually-billed costs:		€	
Approval of/ Reclaim of:		€	
Explanation of difference (if applicable)			

Please submit an "Anweisungsblatt" for the total funding amount with the excursion invoice. If different cost centres/cost units are used (e.g. for excursions abroad), please enclose an acceptance sheet for the partial funding amount (e.g. the amount funded by the IO). The instruction or acceptance sheets can also be digitally signed as long as the process has not yet been fully digitised.

approved by:


on:

Additional subsidy from the International Office for excursions abroad (if applicable)
(to be filled by the International Office / cost centre manager)

Kapitel:		Titel:	
Kostenstelle/ Kostenträger:		Kostenart:	
Requested sum: €		Potentially corrected sum: €	


Date/ signature Head of the International Office/Cost Centre Manager

The International Office attached a "Anweisungsblatt" for the (partial) subsidy-sum.

 HOCHSCHULE ANHALT University of Applied Sciences	Breakdown of Reimbursement Contributions - Appendix 3	Dokument No.	Rev.No.
		VWA_AL_U04_00	02

Breakdown of the reimbursement amounts to excursion participants:

No.	Surname	Name	IBAN	BIC	Total Cost in €	Reimbursement Sum in €
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

 HOCHSCHULE ANHALT University of Applied Sciences	Breakdown of Reimbursement Contributions - Appendix 3	Dokument No.	Rev.No.
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Nr.	Surname	Name	IBAN	BIC	Total Cost in €	Reimbursement sum in €
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
	Total Reimbursement:					

	Declaration for the Use of a Private Vehicle- Appendix 4	Dokument No.	Rev.No.
		VWA_AL_U05_00	02

We, the participants of the excursion _____
to _____ from _____ to _____ declare the
following:

The excursion is only possible by car due to the following reasons:
Explanation:

We use private motor vehicles on a voluntary basis to carry out the excursion. We agree that all operational hazards and accident risks arising from the use of private motor vehicles are borne solely by us and that the Anhalt University of Applied Sciences and the state of Saxony-Anhalt cannot be held liable for any damage arising from this operational and accident risk.

We have been instructed about the following: A driver may never drive for more than 4 consecutive hours. After these 4 hours, either another driver must take over the wheel or a break of at least 1 hour must be taken. After this break, the same driver may drive the vehicle again for a maximum of 4 hours. A 16-hour break must then be taken.

The vehicles are in a technically flawless condition. We are experienced drivers and have so much driving experience that we can drive our vehicles safely in road traffic (including foreign traffic). We will drive with particular care. We are aware that we can be held liable to other users of the vehicles for any damage caused by us.

Signatures of all drivers and passengers (use the back of the sheet if necessary)

Ort: _____ Datum: _____

	Lump Sums According to DAAD- Appendix 5	Dokument No.	Rev.No.
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Aufenthaltspauschalen in Euro entsprechend DAAD HAW.International – P44 – Stand: 02/2021

Afghanistan	52	<u>Germany</u>	29	Jamaica	60
Egypt	52	Dominican Republic	52	Japan	70
Albania	52	Djibouti	62	Yemen	52
Algeria	52	Ecuador	52	Jordan	54
Andorra	47	El Salvador	52	Cambodia	52
Angola	52	Ivory Coast	57	Cameroon	57
Antigua and Barbuda	57	Eritrea	57	Canada	47
Equatorial Guinea	60	Estonia	48	Cape Verde	60
Argentina	52	Fidschi	55	Kazakhstan	52
Armenia	52	Finnland	52	Qatar	52
Azerbaijan	52	France	47	Kenia	54
Ethiopia	52	Gaboon	62	Kyrgyzstan	52
Australia	53	Gambia	60	Colombia	52
Bahamas	57	Georgia	52	Comoros	57
Bahrain	52	Ghana	57	Kongo (Braz.)	62
Bangladesh	60	Grenada	57	Kongo D.R.	60
Barbados	57	Greece	47	Korea North	57
Belgium	48	Guadeloupe (franz.)	47	Korea South	60
Belize	52	Guatemala	52	Kosovo	52
Benin	54	Guinea	57	Croatia	48
Bhutan	52	Guyana	57	Cuba	57
Bolivia	52	Guyana (franz.)	47	Kuwait	52
Bosnia-Herzegovina	50	Haiti	57	Laos	54
Botswana	52	Honduras	57	Lesotho	51
Brazil	54	Hongkong	62	Latvia	48
Brunei	52	India	52	Lebanon	54
Bulgaria	51	Indonesia	52	Liberia	78
Burkina Faso	54	Iraq	54	Libya	52
Burundi	62	Iran	52	Liechtenstein	55
Chile	52	Ireland	46	Lithuania	48
China, PR	57	Iceland	47	Luxembourg	43
Costa Rica	57	Israel	60	Macao (CN)	62
Denmark	51	Italy	46	Madagascar	52

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Malawi	52	Philippines	52	Thailand	54
Malaysia	52	Poland	46	Togo	52
Maledives	52	Portugal	43	Tonga	55
Mali	54	Reunion	47	Trinidad u. Tobago	57
Malta	45	Ruanda	60	Tschad	57
Morocco	52	Romania	48	Czech Republic	46
Martinique (franz.)	47	Russian Federeation	52	Tunisia	51
Mauretania	52	Zambia	52	Turkey	48
Mauritius	52	Samoa	55	Turkmenistan	52
Mexico	52	San Marino	46	Uganda	54
Moldova	52	Saudi-Arabia	52	Ukraine	52
Monaco	47	Sweden	47	Hungary	45
Mongolia	52	Switzerland	55	Uruguay	57
Montenegro	50	Senegal	60	USA	54
Mocambique	52	Serbia	51	Uzbekistan	52
Myanmar	52	Seychelles	52	Vatican City	46
Namibia	52	Sierra Leone	60	Venezuela	60
Nepal	52	Zimbabwe	65	UAE	54
New Caledonia	55	Singapur	60	United Kingdom	46
New Zealand	55	Slovakia	47	Vietnam	52
Nicaragua	54	Slovenia	46	Belarus	50
Netherlands	43	Somalia	54	Central African Rep.	57
Niger	52	Spain	44	Cyprus	48
Nigeria	57	Sri Lanka	52		
North Macedonia	52	South Africa	51		
Norway	53	Sudan	52		
Oman	52	South Sudane	68		
Austria	45	Suriname	57		
Pakistan	52	Swaziland	51		
Palästinian Territories	60	Syria	52		
Panama	54	Tajikistan	52		
Papua-Neuginea	53	Tahiti	47		
Paraguay	52	Taiwan	52		
Peru	54	Tanzania	57		