**LUCOM** (for travel application and reimbursement)
https://eforms.uni-goettingen.de/lip_zvw/authenticate.do

To save time, inquiries, etc., please read **carefully**! If something is unclear, please ask the secretaries **BEFORE**!

Due to some technical problems, it seems to be better to **use the PC** than the laptop! ;-)

1. STEP: Application in any case (also if funded by a third party)
- There are two versions: German or English.
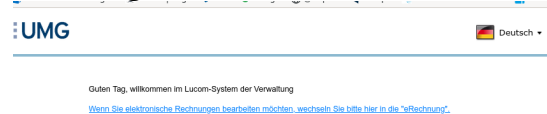
- Fill in all information you already have.

Please note: Private trips combined with business trips.
(1) If the official traveler combines a business trip with a private trip of **up to five working days**, the travel allowance shall be calculated as if only the business trip had been carried out.
(2) The travel expense allowance in accordance with (1) may not exceed the actual course of the journey.
(3) If the traveler combines a business trip with a private trip lasting more than five working days, a travel allowance shall be paid only for the additional costs incurred for the performance of official business.

- Upload all documents, e.g. invitation, program, external funding etc.
- Explain higher costs for hotels etc.
- Generally, you are allowed to **book only after confirmation** ('Genehmigung' email with LUCOM link) of your trip. (Please upload a comparison offer, so you could get an advanced payment!)
- Upload tickets, invoices (e.g. for fee) you have already paid for. For flights: Only if you upload a comparison offer, you could receive an advanced payment before booking. - Generally, it is possible to apply for **80 % payment in advance**!
- Send the application to **"Theoretical physics"**.

Please note:
In case you receive the application back for any changes, supplements or explanations, FIRST remove your signature!
After having done all changes, sign again and send it back to "Theoretical physics".

Hotel booking:
The State of Lower Saxony continues to allow hotel bookings for business trips to be made via the Internet portal HRS.de at reduced rates.
Access to the HRS business customer portal is available via the University of Göttingen server with access to the HRS corporate discount rates. The link for the HRS business customer portal is

http://www.hrs.de/?clientId=ZGVfX25pZWRlcnNhY2hzZW4,1

A further log-in is not required. Booking via the public access www.hrs.de does not allow discounted prices and is therefore not to be used for business purposes. In addition to online booking, it is also possible to book by telephone as a business customer. To do this please enter the main customer number **431695001**.

2. STEP: Travel report (no later than 6 months after the business trip)
- Upload (*go to the 'paper clip'*) all tickets, boarding cards, invoices, etc.. Attach a screen shot from "google maps" if you went by private car.
- If you get any funding by a third party, please upload the commitment of financial support as well as a screen shot from the bank transfer. *(go to the 'paper clip')*

Please note:
1. Invoices have to been addressed to (*at least in Germany!)*:
Georg-August-Universität
Institut für Theoretische Physik
N. N.
Friedrich-Hund-Platz 1
37077 Göttingen
- Explain all changes compared to the application in the "comments".
2. Please fill in ALL *meals* you received, incl. breakfast in the hotel.
3. Describe the **exact** itinerary **with all stopovers**.
4. *For foreign currencies,* please use the OANDA currency converter and print out the conversion according to the payment date. Fill in the amount in EUR!

3. STEP:
Create the pdf (button on top) and print the ONLY the "Adressblatt" = last page (no application, no travel report!)
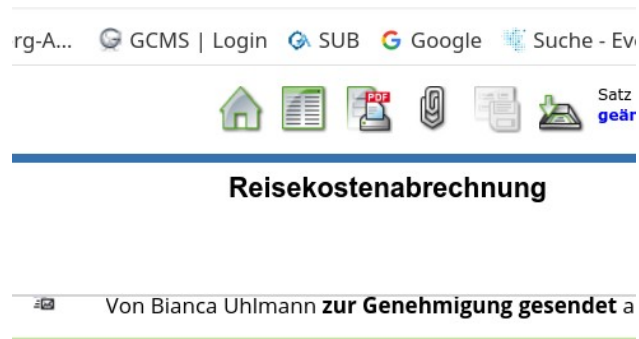
and give it with all ORIGINAL documents (only hard copies of bus tickets, boarding cards, receipts, etc.) to the secretaries (mail box on floor 3).