Travel — Which type of trip are you taking? **❶**

Duty / business trip
= Employee "**has to**" go on a business trip

Leave of absence
= Employee "**wants to**" go on a business trip

Settlement of agreed lump sums (advances, mileage, daily and overnight allowances, subsidies) with and without receipts/invoices

Time of Payment: **Settlement AFTER the end of the business trip**

➔ ask your organisational assistant for help!

Settlement of invoices only
Time of Payment: **Settlement possible before the end of the trip**

Handled by: Human Resources and Gender Equality unit ("PersAdmin")

Handled by: Service Unit Accounting and Finance ("FinCo")

Specification of cost centre/internal order number is mandatory.

Organization is carried out by the institution responsible for the budget. **❸**

Invoice (unpaid) directly from the supplier/service provider:
- Invoice recipient = University of Vienna
- Submission to: rechnung@univie.ac.at

Did you pay already?

Do you have an invoice? ❷

no → **No payment/ get invoice then continue**

yes →

yes → hrfi.univie.ac.at app „Reimbursements"

Will you receive (partial) reimbursements from one or multiple sources (e.g. by institute, supervisor, grant, etc.)?

If financed by several cost centers/internal orders: internal cost allocation

full reimbursement

partial reimbursement, one or multiple sources

You pay the price difference back to Uni Vienna!

i.e., university pays the invoice and you then give the difference to the institute – you can agree on when and how with your supervisor

Payment by Uni Vienna directly to supplier/service provider (e.g. travel agency)

no →

* Cost reimbursement = invoice amount
• Specification of ONE cost center/ONE internal order number
* Upload of invoices **❹**

* Cost reimbursement = agreed subsidy amount
* Note: "subsidy"
* Specification of ONE cost center/ONE internal order number
* Upload of invoices **❺**

Will 100% of the costs be covered? (e.g. by institute, supervisor, grant, etc.)?

no →

yes → **No further steps required**

Approval by responsible person for the cost center

no → **No payment - Make sure you know who will pay before submitting!**

yes → **Payment Uni Vienna to traveler (2-3 days after release)**

Footnotes

(1) <u>Am I going on a duty / business trip, or do I need to take a leave of absence?</u> Typically, a conference visit will be a leave of absence case, but if you're unsure, here are the explanations on u:wiki: https://wiki.univie.ac.at/x/Fpc4Cg

(2) <u>Do I have an invoice?</u> An invoice is a document that states the **final price and the product or service to which the price applies**; an invoice may either **document money that has already been paid**, or it may **establish a deadline until when the money must be paid**. An invoice **contains the word „Rechnung" or „invoice"**, along with **complete information about the vendor** (i.e., complete company name, bank details for payment…). A booking confirmation is NOT an invoice, as you typically pay for a hotel upon arrival or end of stay and receive the invoice then.

(3) Make sure any invoice directly adressed to the university carries the following <u>billing address + a cost center or internal order number</u>: https://finanzwesen.univie.ac.at/en/billing-adresses/

Footnotes

④ ⑤

Step 1: log into hrfi.univie.ac.at and select the app „reimbursements / Q-Flow":

Footnotes

④ ⑤

Step 2: create new application by clicking the „+" at the top left of the page, then select „reimbursement with invoices":

Footnotes

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Step 3: select „travel reimbursement with invoices":

Neuen Antrag anlegen

Antragsart ——————— Zweck

3. Zweck

Um welchen Kostenersatz handelt es sich?

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○ Kostenersatz Sachkosten ausschließlich mit Belegen

Ⓧ Kostenersatz Reisekosten ausschließlich mit Belegen

○ Kostenersatz Exkursionskosten ausschließlich mit Belegen

Footnotes

④ ⑤

Step 4: select „travel cost invoices":

Neuen Antrag anlegen

Zweck ——————— Zusatzangaben

4. Zusatzangaben

Möchten Sie in Ihrem Antrag

- ☑ Reisekostenbelege
- ☐ Reisekostenvorschüsse und/oder Reisekostenzuschüsse
- ☐ Kilometergeld und/oder Beförderungszuschüsse
- ☐ Taggelder und/oder Nächtigungspauschalen

abrechnen?

Antrag für Reisekostenersatz anlegen

Footnotes

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Final step: You are getting a complete reimbursement – simply fill in the form that opens here, select the designated cost center (depending on who is reimbursing you)

and upload your invoice

DONE! You will receive your money within 2 – 3 days ☺

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Final step(s): You are getting one or multiple partial reimbursements.

For each subsidy, fill in the same form once (i.e., if the institute and the ECR fund are each contributing to your conference, fill in the form twice).

Each time, select the correct cost center and denote in the commentary field that you are receiving a subsidy, not a full reimbursement, along with the reimbursement amount:

DONE!