

MOBILITY AND TRAVEL

We inform you about current developments and innovations concerning our company mobility by the newsletter



MÄRZ 2022

Realignment of travel-related topics @ III F

In the last few months, we have restructured the travel topics, due to the current pandemic, but also with a view to the future, in order to adapt to the current travel needs.

The **SG Travel Management** will be happy to advise you on organisational questions about planning a business trip (e.g. possible travel risks, travel partners with special conditions or special cases around pandemic and secure).

The **SG Entsendungen** advises on all necessary questions concerning social- and insurance law for business trips abroad. In addition, the SG Entsendungen assists with the A1-Certificate, up to the certificate of posting and provides access to offers of international health insurance.

The **SG Reisestelle** is responsible for the statement of business trips and guest stays, as well as for interview trips, trips to the appointment hearings as well as for the accounting of relocation- and separation allowances.

Current topics for you

- Realignment of travel topics
 - New: SG Entsendungen
 - Tickets and Travel-Book
 - Guests

[>> We introduce ourselves](#)

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Business trips abroad

According to legal regulations (e.g. EU-Directive of posting), the employer has to document the purpose and the duration of the employment of business travells abroad. Every business trip outside of Germany is a posting!



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For every work activity abroad, the corresponding certificates of registration, which the employer must apply for from various of social security institutions. This certificate proves that the employee is subject to the German social security system even during working abroad.

It is irrelevant which employment relationship the posted worker at the HU is, and what type of business trip (e.g. research, workshop, congress participation, etc.) is planned. If the absence of these certificates is discovered during entry border controls, this may result in possible sanctions at the expense of the traveller. The newly established "SG Entsendungen" requests the necessary certificates with the help of the German social security institutions.

You will find important information on the necessity and scope of the posting certificates for business trips abroad on the intranet.

>> Found out more

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New procedure of ordering rail and flight tickets

The ordering of Deutsche Bahn tickets and airline tickets via "SG Reisestelle" will be completely discontinued from 2022.

We recommend booking directly via the Deutsche Bahn homepage or the DB app. Please continue to take advantage of the major-customer-discount or check the use of the BahnCard for the best possible booking of your tickets.

As usual, our partner travel agency will assist you with the booking of flight tickets for international travel. Alternatively, you can book directly online with the airline of your choice.

[>> More informations](#)

Travel-Book since 15th March 2022

At the start of the new tourist year, from 1st March 2022 new special travel conditions for the HU can be booked.

The annual edition of the previous Travel Book presents itself in a new design, with a new name and bundles the current travel partner portfolio and their special conditions for business travellers and guests.

[>> Find it here](#)



The new forms are available.

Business travellers and guests can edit the new, abridged templates digitally, forward them and scanned travel documents by e-mail to the SG Reisestelle. It is not necessary to send them by mail.

[>> To the documents](#)

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Sharing is caring!

Growing together - that is our main goal. Please feel free to share this newsletter within your organisation and with interested colleagues.

Accounting for guest stays

From now on, the SG Reisestelle will also process all **guest accounting with reimbursement of travel components** (e.g. arrival and departure, accommodation, daily allowance, etc.). The complete documents can be sent by e-mail to the SG Reisestelle.

Statements of accounting without reimbursement of travel components (e.g. only with fees or similar) can be sent directly to the Central Invoice Department.

Guest accounting will only be reimbursed in full if the funds have already been released before departure of the trip.

[>> More informations](#)



Do you have questions about business trips?

Please contact us at any time.

Before the trip: travelmanagement@hu-berlin.de

Before going abroad: entsendung@hu-berlin.de

About travel expenses & guests: reisestelle@hu-berlin.de