

## USER GUIDE FOR COMPLETION OF DEL TRAVEL CLAIM

The table below is intended as a guide to completing the DEL travel claim and details how data should be input against each field on the form. The claim template can be obtained from the LSU or LEC Support Services web site at <http://bfgnet.de/employment/pay-advice/pay-info/del-dep-travel-claims.html>

The document can be saved as a “form” (protected so that you can only fill in the boxes) OR as “Word template” (a fresh document is created each time you open the template).

If the employee has no computer available, the blank form may be printed and filled in by hand.

**As the travel claim is in “form” format, it is ESSENTIAL to move from one field to the next USING THE TAB KEY. DO NOT PRESS THE RETURN KEY IN ANY PART OF THE FORM. Pressing the return key will create extra line spaces on the form and you may then find your form dropping down onto a second page. If you press the return key by accident use the backspace key to remove any extra line spaces that are created.**

FIELD	COMMENTS	
Name of Employee	Mandatory field. Maximum 15 characters automatic default to lower case to save space.	
EKZ	Mandatory field. Insert your EKZ number – see payslip/BFG 24. The field allows 5 characters (1 letter followed by 4 digits e.g. S1234). Automatic default to upper case.	
Personal Number	Mandatory field. See your payslip/BFG 24. Field allows 6 characters (e.g. 123456).	
Authorised start or end point	Mandatory field. Enter X on either duty station or home. If home, this should have been agreed with your line manager prior to the journey.	
Outward journey	Mandatory fields:	
	Date	Input date in following formats: 01/01/01 or 01-01-01. Maximum 8 characters
	Time	Enter start time of outward journey. Hours must be input numerically as per the 24 hour clock e.g. 5.30 p.m. must be input as 1730
	Place of Departure	Enter the departure place of your outward journey. Maximum 10 characters. If necessary use standard abbreviations. <ul style="list-style-type: none"> <li>• If your journey began from home enter “home” as you should already have ticked your home address on this form.</li> <li>• If your journey began from your normal place of work enter “work” as you should already have ticked the “Duty Station” box at the top of the form.</li> <li>• Field automatically defaults to lower case to save space.</li> </ul>
Place of Arrival	Enter the place of arrival of your outward journey. Maximum 10 characters. If necessary use standard abbreviations. Field automatically defaults to lower case.	
Return Journey	Mandatory fields:	
	Date	Input date in following formats: 01/01/01 or 01-01-01. Maximum 8 characters
	Time	Enter start time of return journey. Hours must be input numerically as per the 24 hour clock e.g. 5.30 p.m. must be input as 1730
	Time of Arrival at destination	Enter arrival time at your destination. Hours must be input numerically as per the 24 hour clock e.g. 5.30 p.m. must be input as 1730
Total Kilometers claimed	If you are claiming Kilometer allowance for using a private car you must input the total number of Kilometers (sum of all journeys).	
No of Passengers	Only to be completed if you used your private vehicle and were instructed to carry work colleagues as passengers. Input the number of passengers carried. Maximum 1 character.	
Subsidiary Expenses/ Fares	Optional fields. CTA II Annex R I.4.d) Reimbursement of subsidiary expenses will extend to unavoidable expenses required for carrying the outward duty or of the duty travel (e.g. bus or tram fares, car parking). Hotel costs are to be quoted in the same column. <b>Total of all costs only to be quoted.</b>	

	<b>Do not forget to attach receipts to your claim for all actuals.</b>
Type of Accommodation	Optional Field – input only required where an overnight stay is involved during the duty journey. Enter the Code as shown at the # comments e.g. A, B. (options = Hotel, Mess accommodation paid by individual, Church House, accommodation paid by Forces, privately arranged accommodation).
Meals Provided	Where any meals have been provided free of charge by the Forces or if a hotel bill includes provision for breakfast then tick the appropriate check box – Morning – Midday – Evening. Note: If you use a Forces Pay As You Dine (PAYD) facility and pay for your own meal then your meal has not been provided free of charge by the Forces. You should not tick the box. <b>For travel outside Germany please refer to ‘Travel outside of Germany’ below.</b>
Advance previously claimed	Enter the amount of any advance of expenses that you have previously claimed for the journey(s) shown to the nearest 2 decimal places i.e. €96 must be input as 96.00. Do not type in the € symbol, this is already shown. Maximum 7 characters.
8 hour journey more than 15 KMs away	Normal LEC day allowance is only payable if your absence on the duty journey is 8 hours or more and the detached duty station is more than 15 KMs from your normal place of work. Click on the check box if your journey meets both of these conditions.
Travelling Time	<ul style="list-style-type: none"> <li>Travelling time is not classed as working time and therefore payment will not normally be made if travel is outside normal contract hours.</li> <li>CTA II Annex R I.3.c) <b>Drivers</b> shall receive compensation for overtime, hours worked at night, Sunday work and work on public holidays, which coincide with travelling time (hours driven), if as a result of their assignment they perform work or have to remain on stand-by during those hours. The same applies to <b>other employees</b> who drive a car during duty travel at the instigation of the employing unit, as part of their duties.</li> <li>If the employee is <b>specifically authorised/instructed</b> to travel on a work-free Saturday, Sunday or Public Holiday he/she shall receive for the time spent travelling on this day a lump sum compensation payment of 4 hours’ basic pay. <b>Payment will only be made if a certificate from the line manager is attached.</b></li> </ul>
Travel outside Germany	<p>Optional fields. Special rates apply for duty travel outside Germany.</p> <p>If <b>accommodated in a Forces Mess</b>, the following will apply:</p> <ul style="list-style-type: none"> <li>If provided with food and accommodation free of charge the provisions at Para 9.a. of CTAII Appendix R will apply for the actual stay in the mess i.e. day allowance for Germany will be paid and reduced accordingly. However, <ul style="list-style-type: none"> <li>→ on the <b>day of travel</b> to the detached duty station, the day allowance for the appropriate country is payable less deduction for any food provided free of charge on arrival e.g. if an employee arrives at 16.00hrs and is provided with an evening meal free of charge then the country’s day allowance is to be reduced by 30%,</li> <li>→ on the <b>day of return</b> the day allowance for the country from which you are travelling is to be paid less any food provided free of charge before departure from the detached duty station e.g. breakfast and lunch.</li> </ul> </li> <li>If <b>accommodation charges</b> (not ancillary costs e.g. maintenance, laundry etc) are raised these are to be refunded as shown on the bill.</li> <li><b>Ancillary charges</b> e.g. maintenance, laundry etc are to be refunded as subsidiary expenses (Nebenkosten).</li> <li>If <b>food charges</b> (excluding drinks) are raised these are to be paid as shown on the bill.</li> </ul> <p>In all cases where <b>hotel</b> costs and food are paid for by the Forces the same rules apply.</p> <p><b>The appropriate boxes are to be completed. Receipts are to be attached.</b></p>
Printing and Signature	<ul style="list-style-type: none"> <li>You should now print out your claim. <b>Do not forget to sign the form.</b></li> <li><b>Then pass to your Line Manager for authorisation.</b></li> <li><b>Line Manager is to sign at the final section of the form.</b></li> </ul>