

## Checklist for claiming cancellation costs from budget funds

Special terms may apply for external funds etc.

Before cancelling a business trip for valid business reasons (including the threat of the COVID-19 pandemic), please make sure that you have read and understood the relevant cancellation conditions in order to keep unavoidable cancellation costs to a minimum.

**When cancelling, please insist on a refund of the amount paid. Avoid accepting vouchers wherever possible!**

Note: Cancellation costs will be reimbursed from the billing object (AO) specified on the Request for approval of a business trip form.

- Closing date for submissions within the statutory period (of six months)  
*Pursuant to § 3 of the North Rhine-Westphalia State Law on Travel Expenses (LRKG NRW), travel expense claim forms must be submitted to the Travel Expenses Office within a statutory period of 6 months, starting from the first day after the end of the business trip.*
- An approved business trip request form or any business trip approval or secondment signed by the relevant supervisor must be enclosed (for guests, a letter of invitation).  
**In exceptional cases:** Where no request for approval has yet been submitted for the business trip in question, the first two pages of the Request for approval of a business trip form, including the required signatures, as well as an explanation as to why the form has not yet been submitted must be provided when submitting the claim for cancellation costs.
- Receipts (originals) and proof that you have attempted to cancel the costs incurred and to keep these costs to a minimum must be enclosed.
- Any third-party funding (grants received) and advance payments already received must be specified.
- In the case of higher hotel expenses, higher travel class, domestic flight: Provide valid reasons.
- Your signature
- Signature of person responsible for budget

Please do not hesitate to contact us if you have any questions.

You can reach us by phone on the following numbers:

Mr Bornhorst	60-2537
Ms Heydarov	60-4437
Ms Kürpick	60-2764
Ms Schwalk	60-3768