Electronic Ordering System of the Excellence Cluster Universe
HowTo

Version 0.2
Last update: 03. February 2011
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CONTENT

I. ACCESS THE ORDERING SYSTEM

You need an account to access the Cluster's intranet.
Apply for an account at info@universe-cluster.de
Access: www.universe-cluster.de →click INTERN button →click link "Ordering system"

➔ **Generally, Cluster people from both universities, TUM and LMU, have access to do orders III to VII. But Cluster people from MPA, MPE, MPP, IPP, and ESO can propose scientific guests only, i.e. section V.**

There are general rules for using Cluster funds. Please consider the DFG-Verwendungsrichtlinien, see http://intern.universe-cluster.de/bestellwesen/app/webroot/files/DFG-Verwendungsrichtlinien.pdf

II. YOUR ORDER LIST / ANFORDERUNGSLISTE

The first screen "Interne Anforderungen" lists all orders which you have done as an orderer. The order list shows the following information for each item: status, ID, description ("Beschreibung"), orderer ("Antragsteller"), and amount ("Betrag").

Status
The status is color-coded at each item and it means:

- 🟢 approved
- 🟡 decision in progress
- 🔴 rejected

ID

The list is ordered by identity number (ID#). The first two digits contain the year, followed by a "-" and then followed by a number for the order. Example: ID 11-234 is the 234th order done in year 2011.

Beschreibung / description

Thies field describes the type of the order which could be one of the following ones: propose new staff ("Personalanforderung"), purchase new items or new spendings ("Bedarfsanforderung"), propose visiting scientific guests ("Gastwissenschaftler"), apply for a business travel at TUM ("Reiseantrag TUM") or at LMU ("Reiseantrag LMU").

Antragsteller / orderer

This is the name of the person who wrote the proposal.

Betrag / amount

The last column specifies the amount which you have ordered (in euros).

On the top of the list, there is a the gray button "Anforderung erstellen" („order"). Please click it to access the new screen "Schritt 1: Art der Anforderung" ("Step 1: Type of order"). Here, you can specify your order: staff (III), items (IV), propose scientific guests (V), apply for a business travel at TUM (VI) or at LMU (VII).

III. ORDER NEW STAFF

EXAMLES: Hire a new PhD student or a new postdoc.

Cluster website→INTERN button→link "Ordering system"→gray button "Anforderung erstellen"

➔ STEP 1

Screen Step 1 / "Schritt 1: Art der Anforderung"
Tick „Personaleinstellung" at „Freigabe" to get the approval to hire new staff.
Click the gray button "Weiter" at the bottom to access the next screen.

➔ STEP 2

Screen Step 2 / "Schritt 2: Angaben zur Personaleinstellung", Section „Personaltyp"
Please specify the type here. The difference between „Studentische Hilfskraft" and "Wissenschaftliche Hilfskraft" is the qualification.
„Studentische Hilfskraft": no degree so far
"Wissenschaftliche Hilfskraft": Bachelor or Master degree

Screen Step 2 / "Schritt 2: Angaben zur Personaleinstellung", Section „Person"
Type the first name ("Vorname") and last name ("Nachname") here.

Screen Step 2 / “Schritt 2: Angaben zur Personaleinstellung”, Section „Vertragslaufzeit“
Specify the contract start date (“Vertragsbeginn”) and contract end date (“Vertragsende”) by clicking in the fields – a calendar tool gives support to select the dates.
Below the field “Betrag laufendes Haushaltsjahr” you should type an upper estimate of the personnel costs for this year.
In the field “Betrag Gesamtlaufzeit” you should put the whole personnel costs for the total time.

Put your remarks into the field “Bemerkung”, e.g. “Approved by the Research Board on date xy as an additional project”.

Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 3
Screen Step 3 / “Schritt 3: Angaben zur Buchung”

Here you should specify the accounting numbers, i.e. the account of a person who has Cluster funds to finance the appointment.

Kostenstelle
The “Kostenstelle” is associated to a person at TUM (10-digit number) or LMU (8-digit number). At LMU the “Kostenstelle” is equivalent to the “1. Konto”.

Fonds
Each “Kostenstelle” may have more than one accounts (“Fonds”). Please specify the right one for your project. If you do not know the right one, please ask the owner of the “Kostenstelle” or his/her secretary respectively. At LMU the “Fonds” is equivalent to the “Anordnungsstelle (AOST)” or “2. Konto”.

Remark: The ordering system is intelligent and offers only the Fonds or AOST associated to the Kostenstelle chosen. Please make sure to specify the right Kostenstelle.

Finanzposition
The “Finanzposition” is an accounting number specifying the type of investment in more detail. A request for new staff (“Personaleinstellung”) is generally one of the following two Finanzposition numbers:
42902 Personalmittel (e.g. postdocs, PhD students)
42932 Sonstige Personalmittel (e.g. Hilfskräfte)

Projekt
Please type a project name here. We recommend that you group all your spending and investments in a few project names.

Research Area
Add a suitable research area A, B, C, D, E, F, G, or Z for the project here. The Cluster administration uses Z for its management funds (“Zentrale Mittel”).

Click the gray button “Zurück” to access the previous screen.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 4

Screen Step 4 / “Schritt 4: Kontrolle der Angaben”

This screen summarizes all information for the order given in steps 2 and 3. Please check carefully and confirm by clicking “Weiter” for the next screen or click “Zurück” to access the previous screen for editing.

<u>Note:</u> After clicking “Weiter” there will be a final window asking for your OK. Pushing OK will send all the order information into the Cluster database.

VI. ORDER NEW ITEMS

EXAMLES: Purchase a new detector or camera; use Cluster money for catering.

Cluster website→INTERN button→link “Ordering system”→gray button “Anforderung erstellen”

➔ STEP 1

Screen “Schritt 1: Art der Anforderung”
Tick „Bedarfsanforderung“ at „Freigabe“ to get the approval to purchase new items.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 2

Screen Step 2 / “Schritt 2: Angaben zur Bedarfsanforderung”, Section „Bedarf“
Please specify one of following types:

Sachmittel

Select this one if you purchase items for which <u>one</u> of these does not exceed the costs of EUR 10.000,- gross.

Investitionsmittel

Select this one if you purchase items for which <u>one</u> of these exceeds the costs of EUR 10.000,- gross, i.e. large investments.

Overheadmittel

Select this one if you like to purchase computer hardware, computer software, a computer or a laptop, or catering. Building projects also belong into this category.

Verbrauchspauschale

Select this category if you like to purchase a larger number of smaller items, e.g. several books or cables. Each time you purchase such an item you just refer to the ID. Be careful: As soon as you reach the limit of this lump sum, please order a new “Verbrauchspauschale”.

Betrag

The most important field: Specify at “Betrag (EUR/ inkl. MWSt.)” the total sum gross, i.e. <u>including</u> VAT (MWSt.).

Auftragnehmer / Lieferfirma

Type in this field the company’s name where you would like to order the item.

Beschreibung
Please add a short description here, e.g. the full technical name of the item and the purpose for this item / these items.

Screen Step 2 / "Schritt 2: Angaben zur Bedarfsanforderung", Section „Vergabeform“
Select one of the following types.

Freihändige Vergabe / Beschränkte Ausschreibung / Öffentliche Ausschreibung
Please consult the following information papers: DFG-Verwendungsrichtlinie and Verdingungsordnung für Leistungen (VOL) bzw. für freiberufliche Leistungen (VOF).

Click the gray button "Weiter" at the bottom to access the next screen.

➔ STEP 3
Screen Step 3 / "Schritt 3: Angaben zur Buchung"

Here you should specify the accounting numbers, i.e. the account of a person who has Cluster funds to finance the purchase.

Kostenstelle
The "Kostenstelle" is associated to a person at TUM (10-digit number) or LMU (8-digit number). At LMU the "Kostenstelle" is equivalent to the "1. Konto".

Fonds
Each "Kostenstelle" may have more than one account ("Fonds"). Please specify the right one for your project. If you do not know the right one, please ask the owner of the "Kostenstelle", typically your group leader or his/her secretary respectively. At LMU the "Fonds" is equivalent to the "Anordnungsstelle (AOST)" or "2. Konto".

Remark: The ordering system is intelligent and offers only the Fonds or AOST associated to the Kostenstelle chosen. Please make sure to specify the right Kostenstelle.

Finanzposition
The "Finanzposition" is an accounting number specifying the type of investment in more detail. This is the set of Finanzposition numbers associated with a "Bedarfsanforderung":

- **54700 Sonstige Sachkosten**
  Select this Finanzposition if other ones do not fit appropriately.

- **54735 Vergabe von Aufträgen an Dritte**
  Select this one for commissions to external partners, e.g. a printer shop or a translator, or for software licenses.

- **54736 Verbrauchsmittel**
  Select this number for consumptions, e.g. for office equipment such as printer cartridges, paper, pens or for chemicals.

- **54748 Investitionsmittel, > 10.000 EUR**
  Select this Finanzposition for large investments, e.g. an expensive detector, exceeding EUR 10.000 gross each.

- **54754 Auslagenersatz für Gastwissenschaftler**
  Select this number if you like to support a travel of a scientific guest by using your own Cluster funds only. If you like to propose a visiting scientist to be financed by the Cluster management, please go to section V below.

- **54755 Ausgaben für wissenschaftliche Veranstaltungen**
  Select this Finanzposition for costs associated to scientific events, e.g. cost for printing posters and flyers, transport costs, fees for the organizer or rents for additional equipment. Note: Catering is excluded here!

- **54756 Reisekosten für Clustermitarbeiter**
  Ignore this number here because this will be used for travel costs produced by Cluster people. For business travels, see sections VI (TUM) or VII (LMU).

- **54757 Kleingeräte bis 10.000 EUR**
  Use this Finanzposition for purchasing items which cost less than EUR 10.000 gross each, e.g. a camera, a smaller detector or some equipment.

- **54759 Overheadmittel**
  Select this number for computer hardware, computer software, software licenses, computers, laptops, or for catering. Building projects are also associated to this number.

- **54771 Publikationen**
  Select this Finanzposition for paying publication costs, colored figures etc.

- **54774 Stellenanzeigen, Bewerberauslagen**
  Use this number for ads or for reimbursing people visiting your group for an application.

Sachkonto

The “Sachkonto” is yet another 6-digit accounting number specifying the type of similar to the Finanzpositions. However, it is necessary as well. Please visit the help button (?) to browse through the Sachkonto list and to find a suitable number. These are the frequently used ones:

- **600500 Aufwand Laborbedarf**
  Lab items

- **600700 Aufwand EDV-Material**
  Computer hard-/software, IT items

- **601050 Aufwand Gegenstände < 150 EUR netto**
  Smaller items with net costs < 150 EUR each.

- **601700 Aufwand geringwertig technischer Anlagen und Güter**
  Smaller consumptions.

- **607000 Aufwand Verpackungsmaterial**
  Packaging

- **608000 Printmedien**
  Print media

- **608030 Lehrbücher**
  Text books

- **608040 Fachzeitschriften**
  Journals

- **608140 elektronische Zeitschriften**
  Electronic media

- **611100 Aufwendungen für Druck und Kopierkosten: eigene Veröffentlichungen**
  Print/copy costs for your own publications

- **660000 Stellenanzeigen**
  Job ads

- **672400 Aufwand Lizenzen**
  Licenses

- **684000 Aufwand Öffentlichkeitsarbeit**
  Public Outreach, PR

- **686300 Gästebewirtung**
  Catering for guests

- **688000 Mitgliedschaften**
  Membership costs

Inventarnummer

This is the inventory number. Items like a detector, a laptop, a table get their own inventory number which is a barcode label.
Sometimes, the new ordered item will be part of another device which already has an inventory number. If this is the case, please type the known inventory number here.
If it is a new item, e.g. a laptop, please activate the box "Es existiert noch keine Inventarnummer" (meaning: There is no inventory number so far.) below the field "Inventarnummer".
If it is an item substituting a broken item, please activate the box "Ersatzbeschaffung für defektes Teil." below the field "Inventarnummer".

Gebäude/Raum

Please type here the location of the item according to: institute/laboratory name, room number

DFG-Schlüssel

Items get a 3-digit DFG key number. Follow the help button (?) or the link "DFG-Schlüssel-Liste anzeigen" linking to a DESY web page where you can use a search engine to find the appropriate DFG key number.

Research Area

Add a suitable research area A, B, C, D, E, F, G, or Z for the project here. The Cluster administration uses Z for its management funds ("Zentrale Mittel").

Projekt
Please type a project name here. We recommend that you group all your spending and investments in a few project names.

Click the gray button “Zurück” to access the previous screen.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 4
Screen Step 4 / “Schritt 4: Kontrolle der Angaben”

This screen summarizes all information for the order given in steps 2 and 3. Please check carefully and confirm by clicking “Weiter” for the next screen or click “Zurück” to access the previous screen for editing.

Note: After clicking “Weiter” there will be a final window asking for your OK. Pushing OK will send all the order information into our database.

V. PROPOSE NEW SCIENTIFIC GUESTS

EXAMLE: Ask for inviting a non-Cluster scientist to be financed by the Cluster management.

Cluster website→INTERN button→link “Ordering system”→gray button “Anforderung erstellen”

➔ STEP 2
Screen “Schritt 1: Art der Anforderung”
Tick „Gastwissenschaftler aus zentralen Mitteln” at „Antrag ans Research Board“ to post your proposal to the Research Board for approval.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 2
Screen Step 2 / “Schritt 2: Angaben zum Gastwissenschaftlerantrag”, Section „Person“
Type the first name (Vorname) and last name (Nachname) in the first line. Then proceed to add the academic degree (“Akademischer Grad”) and the nationality (“Nationalität”) of the guest in the second line. Then, add his/her full home address (“Heimatadresse”) and full institute address (“Heimatuniversität”). Finally, type the e-mail address of the guest.

Screen Step 2 / “Schritt 2: Angaben zum Gastwissenschaftlerantrag”, Section „Aufenthaltsdauer“
Use the calendar tool to specify date of arrival (“Anreisetag”) and date of departure (“Abreisetag”) of the guest. Then, specify at least one research area to which the visiting scientist is expected to contribute to, see “Vortrag und Mitarbeit in Research Area(s)”.

Screen Step 2 / “Schritt 2: Angaben zum Gastwissenschaftlerantrag”, Section „Vergütung“
Please indicate which costs should be paid by the Cluster management:
– travel costs (“Reisekosten”)
– per diem („Tagegeld“)
– accommodation costs („Übernachtungskosten“)
Please estimate an upper limit for the total costs (in euros, including all taxes and fees) and put this number in the field “Gesamtbetrag (EUR, geschätzt)”.
If you should have remarks, please declare this in the field “Bemerkung”, e.g. allergies of the guest or other special requirements.

Screen Step 2 / “Schritt 2: Angaben zum Gastwissenschaftlerantrag”, Section „Organisation der Übernachtung“
Please tick who will be responsible for the organization of the accommodation either the group of the inviting Cluster member (“Lehrstuhl/Projektgruppe”) or the guest by him-/herself (“Gastwissenschaftler”) or the Cluster administration (“Cluster-Geschäftsstelle”).

Screen Step 2 / “Schritt 2: Angaben zum Gastwissenschaftlerantrag”, Section „Zustimmung des RA-Leiters“
Please indicate whether the associated Research Area Leader approves already the invitation by ticking Yes („Ja“) or No (nein”).

Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 3
Screen Step 3 / “Schritt 3: Angaben zur Buchung”

Here you should specify the numbers for the accounting. The correct numbers are:

Kostenstelle 1102011800, Paul

Fonds 5200183, Schaffhauser/Müller
Finanzposition 54754, Auslagenersatz für Gastwissenschaftler
Sachkonto 685100 for a visitor from Germany, **685200** for a visitor from abroad
Research Area Select Z, please, for management funds (“Zentrale Mittel”).
Projekt name: Type “Gast” here which means “guest”.

Click the gray button “Zurück” to access the previous screen.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 4
Screen Step 4 / “Schritt 4: Kontrolle der Angaben”

This screen summarizes all information for the invitation proposal. Please check carefully and confirm by clicking “Weiter” for the next screen or click “Zurück” to access the previous screen for editing.

Note: After clicking “Weiter” there will be a final window asking for your OK. Pushing OK will send all the order information into our database.

VI. BUSINESS TRAVEL PROPOSALS AT TUM

You have to be employed at the TUM!

EXAMLE: Make a travel for visiting a conference.

Cluster website→INTERN button→link “Ordering system”→gray button “Anforderung erstellen”

➔ STEP 1
Screen Step 1 “Schritt 1: Art der Anforderung”
Select „Dienstreiseantrag TUM“ and click „Weiter“.

➔ **STEP 2**

Screen Step 2 / “Schritt 4: Angabe zur Person”
Personal information: Type your first name (“Vorname”) and last name (“Nachname”) here. Add your institute’s name (“Universitätseinrichtung”) and specify your position (“Amtsbezeichnung”). Include your phone number („Telefon“) and staff ID number („Personalnummer“). Do not forget to type your private home address in the field “Wohnanschrift”.

Click the gray button “Zurück” to access the previous screen.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ **STEP 3**

Screen Step 3 / “Schritt 3: Datumsangaben”
Declare your travel dates here. Use the calendar tool to add the starting date and time of your travel at “Beginn der Dienstreise”. Include the location where you start, i.e. at home (“Wohnung”) or at your institute (“Dienststelle”) or somewhere else (“Sonstiges”).
Use the calendar tool to add the starting date and time of your business (“Beginn des Dienstgeschäfts”) as well as its end date and time (“Ende des Dienstgeschäfts”).
Finally, specify the end date and time of your travel at “Ende der Dienstreise”. Again include the location where your travel ends, i.e. at home (“Wohnung”) or at your institute (“Dienststelle”) or somewhere else (“Sonstiges”).

Click the gray button “Zurück” to access the previous screen.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ **STEP 4**

Screen Step 4 / “Schritt 4: Angaben zur Reise”
First, declare the reason for your business travel and the destination (“Reiseziel und Zweck der Reise”). You may attach a printout of an invitation to your business travel proposal copy.
Include names of colleagues who travel with you at the field “Weitere Teilnehmer”.

Tick one or more vehicles for transportation you intend to use at “Verkehrsmittel”. Note to specify reasons for using airplane, your own or rental cars in the bottom field.

Click the gray button “Zurück” to access the previous screen.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ **STEP 5**

Screen Step 5 / “Schritt 5: Weitere Reiseangaben”
In case that your include a private trip to your business travel, please include the start (“Von”) and end (“Bis”) of the private trip and the destination (“Nach”).

“Vergünstigungen / Zuwendungen”:
If you should receive allowances or subsidies from third parties please tick Yes (“Ja”) and include who provides how much in the field “Von wem und in welchem Umfang”.

“Finanzierung (Vorhaben)”:
Specify the account numbers here which group is going to pay the business travel, i.e. “Kostenstelle” and its “Fonds”. The “Finanzposition” is fixed for travel to be 54756.
It is necessary to estimate the total costs of your travel at to put this at “geschätzte Gesamtkosten”. If your group leader prefers to have a maximum limit for the costs , please add this amount at “Erstattung nur bis zur Höhe von”.

Finally, add if your travel is a business travel only (“ausschließlich”), is mostly a business travel (“überwiegend”) or is not dominantly a business travel (“nicht überwiegend”).

Click the gray button “Zurück” to access the previous screen.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 6
Screen Step 6 / “Schritt 6: Kontrolle der Angaben”

This screen summarizes all information for the business travel proposal. Please check carefully and confirm by clicking “Antrag speichern” for storing it in the database or click “Zurück” to access the previous screen for editing.

➔ STEP 7
Screen Step 7 / “Schritt 7: Genehmigung und Abschlag”
We are not done yet. As a final step, you should print your business travel proposal sheet by clicking the gray button “Antrag ausdrucken”. You will then get the PDF of your proposal which you print. Please sign the form and ask your group leader to sign it, too. Then you hand the form to the Cluster accounting.

Advance payment (“Abschlag”)
You may apply for an advance payment to be paid to your private bank account. To do so, please specify and amount to be paid in advance at the field “Betrag” and then push the button “Abschlag beantragen”. Please fill in the second form, sign it and mail it to the Cluster accounting.

After the travel:
As soon as you are back, please collect the receipt for flights, transportation, hotel etc. Fill the TUM reimbursement form, attach your receipts and send the paperwork to the “Reisekostenstelle” at the Physics Department at TUM, James-Franck-Straße in Garching. Contact persons: Mrs. Fölsner (phone 289-12625), Mrs. Schick (phone 289-12553).

VII. BUSINESS TRAVEL PROPOSALS AT LMU

You have to be employed at the LMU!

EXAMLE: Make a travel for visiting a conference.

Cluster website→INTERN button→link “Ordering system”→gray button “Anforderung erstellen”

➔ STEP 1
Screen Step 1 “Schritt 1: Art der Anforderung”
Select „Dienstreiseantrag LMU“ and click „Weiter“.

➔ STEP 2
Screen Step 2 / “Schritt 4: Angabe zur Person”
Personal information: Type your first name (“Vorname”) and last name (“Nachname”) here. Add your institute’s name (“Dienststelle”) and include your phone number („Telefon“).

Click the gray button “Zurück” to access the previous screen.

Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 3

Screen Step 3 / “Schritt 3: Antrag”
Specify here whether your travel is a business travel (“Dienstreise”) or an advanced training (“Fortbildungsreise”). Declare more detailed if there should be a reimbursement (“mit Kostenerstattung”) or not (“ohne Kostenerstattung”).

“Buchungsstelle”:
Specify the account numbers here which group is going to pay the business travel, i.e. “Kostenstelle” and its “Anordungsstelle”. If there is another non-Cluster fund to finance your travel please type its name in the field “Sonstiger Kostenträger bei Reisen mit Kostenerstattung”.

It is necessary to estimate the total costs of your travel at to put this at “geschätzte Gesamtkosten”.

Click the gray button “Zurück” to access the previous screen.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 4

Screen Step 4 / “Schritt 4: Angaben zur Reise”

Include names of colleagues who travel with you at the field “Weitere Teilnehmer”.

Specify the location where your travel starts (“Abreiseort”) and where it ends (“Rückkehrort”). Type the destination (“Reiseziel”) in the next field.

Then declare your travel dates here. Use the calendar tool to add the starting date (“Abfahrt: Datum”) and time (“Uhrzeit (HH:MM)” in the same line) as well as the end date (“Rückkehr: Datum”) and time (“Uhrzeit (HH:MM)” in the same line) of your travel.

In the last two lines you put the starting date (“Beginn des Dienstgeschäfts: Datum”) and time (“Uhrzeit (HH:MM)” in the same line) of your business as well as its end date (“Ende des Dienstgeschäfts: Datum”) and time (“Uhrzeit (HH:MM)” in the last line).

Click the gray button “Zurück” to access the previous screen.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 5

Screen Step 5 / “Schritt 5: Angaben zur Reise II”
In case that your include a private trip to your business travel, please include the start (“Beginn”) and end (“Ende”).

Then, declare the reason for your business travel (“Reisezweck”). You may attach a printout of an invitation to your business travel proposal copy.

“Vergünstigungen / Zuwendungen”:
If you should receive allowances or subsidies please tick Yes (“Ja”) and include who provides how much in the field “Welcher Art?”.

“Vertretung”:
If you have somebody who acts as a substitute during your absence please type his/her name here.

Click the gray button “Zurück” to access the previous screen.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 6
Screen Step 6 / “Schritt 6: Angaben zur Reise III”

Tick one or more vehicles for transportation you intend to use at “Verkehrsmittel”.
Declare if you should have a Bahncard (“Ich besitze eine Bahncard”) or not (“Ich besitze keine Bahncard”).
Note to specify reasons for using airplane or your own car in the field “Begründung bei Benutzung des Privatwagens”.

“Kostenerstattung durch Dritte”:
If you should receive allowances or subsidies from third parties please specify what is paid by whom in the field “Folgende Kosten warden von dritter Seite getragen”.

Click the gray button “Zurück” to access the previous screen.
Click the gray button “Weiter” at the bottom to access the next screen.

➔ STEP 7
Screen Step 7 / “Schritt 7: Kontrolle der Angaben”

This screen summarizes all information for the business travel proposal. Please check carefully and confirm by clicking “Antrag speichern” for storing it in the database or click “Zurück” to access the previous screen for editing.

➔ STEP 8
Screen Step 8 / “Schritt 8: Genehmigung und Abschlag”

We are not done yet. As a final step, you should print your business travel proposal sheet by clicking the gray button “Antrag ausdrucken”. You will then get the PDF of your proposal which you print. Please sign the form and ask your group leader to sign it, too. Then you hand the form to the “Reisekostenstelle” at LMU in the Schellingstraße 4. Contact persons: Mrs. Bieber (phone 2180-3971), Mr. Rössner (phone 2180-3483), Mr. Maurer (phone 2180-3364).

After the travel:
As soon as you are back, please collect the receipt for flights, transportation, hotel etc. Fill the LMU reimbursement form, attach your receipts and send the paperwork to the “Reisekostenstelle” at the “Reisekostenstelle” at LMU in the Schellingstraße 4.

VIII. CONTACT

Please send your questions, comments, bug reports to:

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