

INFORMATION ON APPLYING FOR REIMBURSEMENT OF MATERIAL EXPENSES

If you have paid out for expenses, it is possible to get reimbursement from the University of Regensburg.

Please apply via LUCOM only.

During the transition to LUCOM, up to June 14, 2024, we will still process application for reimbursement made on paper.

You can find our form on LUCOM here:

The screenshot shows the LUCOM Finance catalog interface. On the left is a navigation menu with items like Home, My tasks, Tasks, Info, Sent, Finance (circled in red), Studies, Human Resources, University Foundations, Miscellaneous, Psychology, Computer Center, Forms A-Z, and Search. The main content area is titled 'Finance' and contains a list of forms: 'Account Inspection Permission', 'Application for reimbursement' (highlighted with a red arrow), 'Application for VDU glasses', and 'Nutzungsantrag elektronisches Bestellsystem'. A 'Return to startpage' link is at the top left of the main area.

Firstly, specify whether you are applying for yourself as payee or for another person (e.g. if a secretary is applying for a supervisor).

Are you applying for yourself? Fill out the form in full and sign it. Then send it to a person of your choice who is authorized to make the financial assessment. This is done via Workflow header – Send for processing – Select recipient – Send

If you are applying for a third person, please forward the completed application to the payee for them to sign. After the application is signed, it must then be forwarded to the selected person authorized to make the assessment. This is done via Workflow header – Send for processing.

Would you like to make the application for yourself, or are you representing a third person? *

I am making the application for myself ?

I am representing a third person ?

After this, please complete the field in the form indicating what is being applied for.

If the application concerns IT hardware or software costing over €200, it will first be sent automatically to the Computer Center for approval.

Would you like to make the application for material expenses, hospitality or IT services? *

- Application for reimbursement of material expenses
- Application for reimbursement for hospitality ?
- Application for reimbursement for IT Hardware over € 200.00 ?
- Application for reimbursement for IT Software over € 200.00 ?

In the next step, we need you to detail the overall outlay and for what it has been spent. Please note, that here, we need to know the purpose for which the article was bought. Simply writing, for example, "USB stick" is insufficient.

Application for reimbursement of expenses

Important note on retaining receipts ?

Reimbursement of expenses to the amount * Currency

Intended use (not the object purchased) * ?

0 / 500 characters used

An application concerning hospitality requires justification, taking the [guidelines](#) into consideration.

In the next fields, we need details of the payee.

The field Email address lets you select the payee. Once you do this, the fields Given name, Surname and Computer Center account will be filled in automatically.

Payee

Email address * Forename Surname Computer center account

If you have already made an application and received reimbursement, you have the option below of selecting the address and bank data you entered previously. If your data has changed, or you are making your first application, please enter your current address and bank data manually.

Address

Straße * House number * ZIP code * City *

Bank

IBAN (required for payees) BIC (not needed for domestic accounts)

After this, please upload the following files (click on the upload button).

- proof of payment (proof of transfer from bank account or credit card, sales slip, PayPal confirmation of payment)
- and a scan of the original invoice.

It is not possible to submit your application without submitting the necessary documents.

Upload

Please attach all the documents necessary and mark the relevant boxes.

Documents that are always to be attached:


Original invoice(s):*

Proof(s) of payment:*

Please mark which additional attachments (depending on the procurement) you wish to upload:

- for computing purchases (hardware/software/licenses/external web services) from € 200.00: approval from Computer Center
- declaration for reimbursements concerning the use of external IT services (e.g. cloud services)
- Copies of debit documentation (for payments in other currencies)
- Import and export documents (for goods imported into or exported out of the EU), if available

It is not possible to make reimbursements without attachments. Should there be no documentation, please write an explanation of why the documents are missing.


Drop files here or activate element to select files to upload.

Please note that only the file types png, jpg, jpeg, and pdf are possible.

If the overall amount is €500 or more, you need to provide the original documents.

Please send these via the internal mail to Administrative Department IV / Marina Auer, along with the PDF files generated in LUCOM.

- For webhosting / cloud services, we also need you to upload the signed declaration on cloud services "Erklärung Cloud Dienste".
- For publications, please upload the confirmation "Bestätigung des dienstlichen Interesses bei Finanzierung von Publikationen aus staatlichen Mitteln", together with the documents requested.

Then confirm that you have read our information sheet by clicking the checkbox. You can find this information sheet via the link or in our form center under Finanzen – Erstattungsanträge Sachausgaben.

Ich habe das Merkblatt zu Erstattungsanträgen für Sachausgaben zu Kenntnis genommen.

After successfully completing all these steps, you sign the form by double clicking on the pen symbol.

Signature of payee

Date *(enter automatically)*

Signature *



On financing:

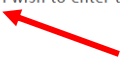
Please click this checkbox when you want to enter how the expenses are to be financed.

The financing information must be entered in full (Kapitel, Titel, cost center and cost category; if the expenses are to be financed by third party funds, add information on the type of cost; if financed by government subsidies for higher education institutions (Studienzuschüssen), you will need to add the Untertitel)

Financing

Please note: before your application can be transferred to Department IV, it is necessary to forward it for assessment to a further person who is authorized to make assessments for this cost center. If you do not wish to enter any financing, please leave the corresponding fields empty and click on the button **To workflow header**. There you can enter to whom the form should be forwarded.

I wish to enter the financing.



After clicking on the button "Select next action", you can choose a person to forward the application to for further processing (see the following screenshot).

Should you be unsure as to the cost category to select, you can get an overview of the categories at: [Formulare der Abteilung Finanzen und Transfer - Universität Regensburg \(uni-regensburg.de\)](https://www.uni-regensburg.de/formulare/abteilung-finanzen-und-transfer) under the tab Erstattungsanträge Sachausgaben, the file labeled Stichwortverzeichnis.

If the financing information is to be filled in by someone else, do not click on the checkbox "I wish to enter the financing", but rather send the application via:
Select next action - Send for processing.

Workflow

Action
Send for review

To

Subject
For review

Comment

Here are some final tips:

- For gifts to third parties, we need the name and documentation of the event (e.g. a flyer) at which the gift was presented.
- Please order office supplies via the Office Supplies service.
- Before ordering printer cartridges, please first check with Office Supplies whether this can be done within a framework agreement. Ordering from Office Supplies is always preferred. Should there be no framework agreement in place for the printer cartridges needed, please attach the letter to this effect from Office Supplies.
- We need detailed substantiation of the intended use for the purchase of a coffee machine or fully automatic machine.
- You can apply for travel expenses for visiting lecturers using the Application for reimbursement. You will need the lecturer's tax ID and birth date.

The following are examples of expenses that cannot be reimbursed

- Reminder fees; please submit the refund application with the amount not including the reminder fee.
- Costs for fan heaters, air conditioners, fans and similar appliances.
- Delivery costs from Regensburg city, if the type and size of goods means they can be collected.
- Travel expenses for UR employees; these are billed by Ad. Division III/2.
- Cut flowers for decoration, costs for replanting plants, party decorations, landlines, articles that can be obtained from Office Supplies.

Please do not hesitate to contact us in case of queries.

Your contact person for:

Applications for reimbursement of material expenses

Marina Auer – Tel. 943 2335 – erstattungen@uni-regensburg.de

Applications for reimbursement for hospitality

Astrid Möhres-Hagen – Tel. 943 5699 – bewirtungen@uni-regensburg.de