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.

Please note that only people with a RZ account can access the forms in LUCOM, please contact us to find a solution together if you do not have a RZ account.

You can find our form on LUCOM here:

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.

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

[   ]   [EUR   ]

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.

Please pay attention to spelling errors and enter your home address

In particular, please check your bank details for transposed numbers, as the payment of your refund could be delayed due to queries

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 you 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).

Please note:

The submission of an invoice only is not sufficient as proof of payment. We require the invoice and the proof of payment (debit from account or credit card, paypal proof)

The following file formats are accepted: PDF, JPEG, PNG, JPG

PDF files larger than 1 MB cannot be processed.

Similarly, file names over 200 characters, such as dasistderzahlungsbelegfürmeinenerstattungsantragdenichgernestellenwuerdeundichbitteumerstattungdesbetrags.pdf, cannot be processed.

When hosting events, in addition to the documents mentioned above, we require from you the reason for the entertainment (please enter this in the purpose) and the list of participants separated into internal and external participants.

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 und Transfer – 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)](#)
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.

The application must then be checked and signed by the person to be identified. Then the application can be forwarded to us via "choose next action".


In this case, the recipient's address is already pre-filled. Otherwise, the sender (in this case, E.AbteilungIV) will not appear automatically. The e-mail address is: erstattungen@uni-regensburg.de.

If you still want to make corrections after submitting the application, you can withdraw it. The prerequisite here is that the application has not yet been processed or forwarded by the recipient / determinant.

To do this, please log in to LUCOM and call up the application again via "Done".
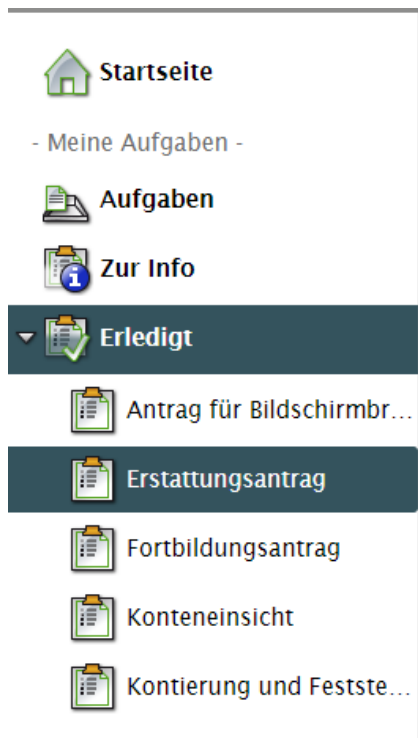
You can use the "Choose action" field to withdraw the process.
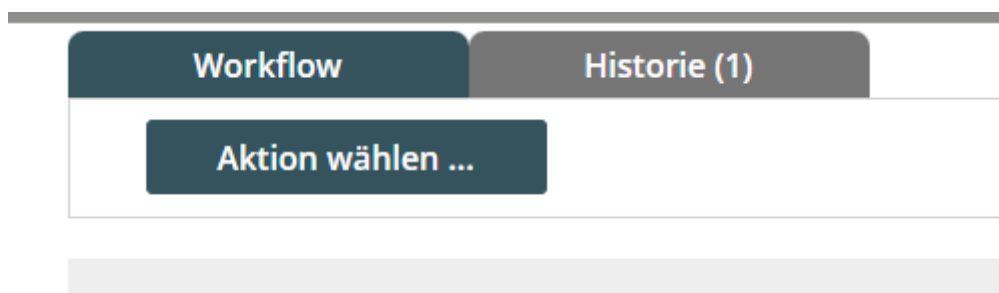
Then please select "Withdraw process" from the drop-down menu.

This will then be available for you to revise. After that, you can send the application for further processing as usual.

If you receive an application form us because information still needs to be added or documents such as proof of payment are missing, the make the change as the payee as follows:

Remove payees signature (click on pen)

Make change

Reinsert payees signature and send to erstattungen@uni-regensburg.de

If the application does not contain the signature of an approving party, please forward the application to a person authorized to do so for signature. Only after the application has been approved it should be forwarded to erstattungen@uni-regensburg.de

Processing is not possible without the signature of an approving party.

Here are some final tips:

- In the case of gifts to third parties, we also need the names of the recipients and proof of the event (e.g. flyer) in the context of which the gifts were handed out.
- Please order office supplies from our office supplies issue.
- Before ordering printer cartridges, please first clarify with the office supplies issue whether they can be obtained there via the framework agreement. Ordering from the office supplies issue is always preferable. If there is no framework agreement for the required printer cartridges, please attach the corresponding letter from the office supplies issue to your application.
- When purchasing a coffee machine or a fully automatic machine, we ask for a detailed explanation of the planned use.
- The list is not exhaustive; we reserve the right to check the items to be refunded on a case-by-case basis and to reject them if necessary.

The following are examples of expenses that cannot be reimbursed

- Reminder fees; please submit the refund application accordingly with the total amount minus the reminder fee.
- Deposit for drinks. Please deduct the deposit from the total amount.
- Displays for fan heaters, air conditioners, fans and similar devices.
- Delivery costs in the city of Regensburg, provided that the collection can be carried out by the customer according to the type and size of the items procured.
- Travel expenses for employees of the UR; these will be accounted for by the Human Resources Department, Unit III/2.
- Cut flowers for decoration, costs for repotting office plants, party decorations, landline phones, items offered through the office supplies distribution.
- BahnCard Business – please contact Department III Travel Expenses
- Ashtray

When applying for a refund for hospitality, please refer to our hospitality policy.

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