Starting a digital travel application

- open and log in to → [elsa Portal](#)
- click on → *Dienstreisen*
- choose → *Reise beantragen*
- click on the symbol **+Neu** at the bottom to generate a travel application file
- complete all relevant fields = *****
  - *country:* you need to pick the country - incl. Germany! - via the search button (= double-square symbol next to the text field)
  - *Lehrverpflichtung / teaching staff*: if a lecture is affected by your travel, you need to fill in and add the form "Lehrverpflichtung"
    - click on the **i-symbol** to open the form
    - download the form (PDF)
    - save the completed and signed PDF form on your computer (signed by all relevant parties!)
    - upload the PDF form in section ***Anlagen*** near the end of the file (click on the **browser** button to search/add your file)
  - *finances:* if you don't know the FU funding number, you can search by typing, e.g., the project name in the finances field
    - please note that you ALWAYS have to complete the finances field, **even if you chose to *renounce* all travel expenses (selbst bei Verzicht auf Reiskostenerstattung)**
      Why? The digital *approval* process is connected to the finances field, which is a mandatory field in regular busniness travel that usually demands reimbursement. / Der digitale Reise*genehmigungs*prozess ist an die (ausgefüllte) Kontierung gekoppelt, weil üblicherweise Reisekosten abgerechnet werden, wofür die Finanzierungsangabe Pflicht ist.
    - *Kostenstellenverantwortliche(r)*:
      - **WiMis, Somis, SHK / researchers, students, other FU members** will have to actively change this field by adding their superior/team leader/project leader, who needs to digitally approve first before the higher person responsible gives his/her approval → you can choose your superior from a list → click on the search button (= double-square symbol next to the text field), type his/her name, pick + add the correct person
      - team or project leaders should be automatically offered the correct person responsible for their finances; if not, proceed as above WiMis...
- add relevant attachments / Anlagen (find detailed information on what's relevant in the above [#RequiredDocs](#) (Notwendige Dienstreise-Formulare)) → PDF files only; choose them by *browsing* your computer; double blanks and umlauts in file names may cause problems, rename the file
- finish by
  1. *saving* and then *sending* your file → **save / speichern** and **send / senden** buttons at the bottom right → your travel file will now receive an individual travel number (which until then was 0000000000) and enter into the approval process / Genehmigungsprozess
  2. **inform**ing **your superior** that you completed **a digital travel application** that **needs to be approved + forwarded *(sent)* by her/him**

Basics

- find the ***Dienstreisen digital system*** in your → elsa Portal
- *Reiseakte* contains all your business travel files until they're automatically deleted
- *Reise beantragen*
  - like *Reiseakte* it shows all your travel files, plus
  - here you can add new travel files
- the digital travel files contain all relevant forms, attachments, approvals, etc. (application, expense statement, ...)
- all forms and files can be
  - edited
  - deleted, BUT: note that you shouldn't delete anything actively - unless, for example, you started/added a dummy file for testing or demonstration purposes → by law, travel files must be stored for a certain period of time and will be deleted by the system automatically when the time is up (cf. above at *Reiseakte*)
- leave a document or file / return to the homepage by either using the **<** symbol or **"house"** symbol at the top left; don't confuse the < *button* with the ← *button*!
- if a digital travel application hasn't been edited/forwarded within 7 days, the person responsible for editing/forwarding receives a notification by mail
- original (paper) documents and receipts, e.g., invoices, public transport, taxi, ...
  - must be scanned and the PDFs uploaded to the file
  - must be stored for at least **x** months/years**(?)** after reimbursement has been completed