



# Quick guide to the digital business trip request form in the online personnel service of the University of Stuttgart

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## 1. General information

### 1.1. Registration in the online personnel service of the University of Stuttgart

You can register and sign in on the following website: <https://personalservice.uni-stuttgart.de>

Use your ac account to log in. The following devices are supported:

1. Any PC/laptop within the campus network
2. Any PC/laptop connected to the campus network via a VPN.

You cannot log in during your **initial registration** and receive the **error message 'Login failed'**?

**1. Troubleshooting:**

To log in from outside the campus network (e.g. in the home office), you must be connected to the VPN.

**2. Troubleshooting:**

Please reset your password at <https://siam.uni-stuttgart.de>. You can keep using your current password. Resetting the password retriggers the synchronization of the login data, thereby allowing you access.

### 1.2. General questions on business trips

Further information on business trips and travel expenses can be found on the employee page of the Travel Cost Center of the University of Stuttgart:

[Planning business trips | For employees | University of Stuttgart \(uni-stuttgart.de\)](https://www.beschaefigte.uni-stuttgart.de/uni-services/mein-arbeitsplatz/reisekosten/)

<https://www.beschaefigte.uni-stuttgart.de/uni-services/mein-arbeitsplatz/reisekosten/>



## 2. Approval process

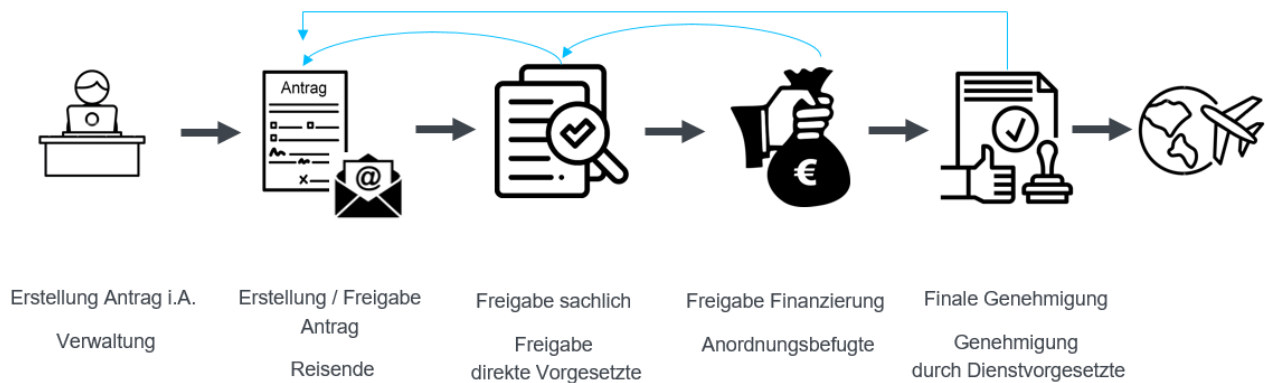
There are clear regulations on who is authorized to approve business trips.

The most recent version can be found in the **updated State Travel Expenses Act of 01/01/2022**.

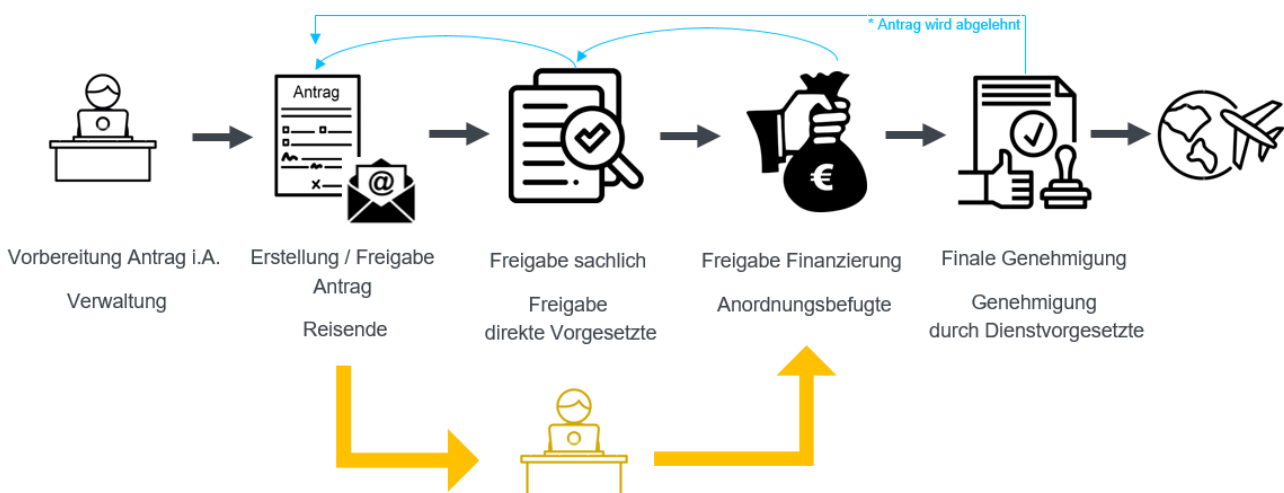
The regulations were announced in the [bulletin No. 6/2022 dated 02/14/2022](#), and the university travel guidelines were amended accordingly ([Guidelines for business trips at the University of Stuttgart](#)).

Business trip requests must be confirmed by the direct supervisor and an authorized individual, and approved by the general supervisor.

The **approval process** was set up in accordance with relevant regulations:



### An alternative workflow is possible – on request



#### Einbindung der Verwaltung in Genehmigungsprozess möglich

Nach Erstellung/Freigabe des Antrags durch Reisende:  
 Der Antrag kann auch an die Verwaltung weitergeleitet werden zur Bearbeitung + Freigabe.  
 ➔ Möchten Sie diese Vorgehen bei Ihnen am Institut etabliert?  
 Wenden Sie sich hierzu an [dienstreise@verwaltung.uni-stuttgart.de](mailto:dienstreise@verwaltung.uni-stuttgart.de),  
 wir schalten Ihnen diesen Alternativworkflow frei.



### 3. Interim workflows

The following interim workflows have been implemented for the transition to digital business trip accounting which will be completed in 2024:

1. **The paper-based business trip request form will continue to be accepted.**
2. After final approval, the **business trip request** must be **printed out** and **attached** to the paper-based travel expense report.
3. If **an employee moves to a new department but there is no change in funding**,  
→ report this to [dienstreise@verwaltung.uni-stuttgart.de](mailto:dienstreise@verwaltung.uni-stuttgart.de).  
We are currently developing a decentralized update function.
4. If there is a **change of supervisor** (direct supervisor/authorized person/general supervisor),  
→ report this to [dienstreise@verwaltung.uni-stuttgart.de](mailto:dienstreise@verwaltung.uni-stuttgart.de).  
We are currently developing a decentralized update function.
5. If there are **personnel changes in the Administration role**,  
for example, if there is a change in personnel at the secretary's office or a staff member needs to be added or removed from the role,  
→ report this to [dienstreise@verwaltung.uni-stuttgart.de](mailto:dienstreise@verwaltung.uni-stuttgart.de).  
We are currently developing a decentralized update function.



### 4. Features of the online personnel service of the University of Stuttgart

You can toggle between user features by clicking on 'Business trip request':



	Features	Tasks/access permissions
Electronic timesheet	Web-Time and attendance	<ul style="list-style-type: none"> <li>Track your own <b>working hours</b> (incl. breaks) by clicking on 'Clock in' or 'Clock out'</li> <li>Track time spent on local business trips</li> </ul>
	Time and attendance	<ul style="list-style-type: none"> <li>Request <b>vacation, flextime day(s) and time corrections</b></li> <li>View <b>your absences</b> in the system</li> <li>View <b>your worktime account</b> in the system</li> </ul>
	Team organisation*	<ul style="list-style-type: none"> <li><b>Approve or reject requests for vacation, flextime and time corrections</b> for employees directly assigned to you</li> <li><b>View absences</b> of employees directly assigned to you</li> <li><b>View worktime accounts (over- and undertime)</b> of employees directly assigned to you</li> </ul>
Digital business trip request	Business trip request	<ul style="list-style-type: none"> <li><b>New business trip request</b></li> <li><b>Edit business trip request</b></li> <li><b>View request status</b></li> <li><b>Copy business trip request</b></li> </ul>
	Administration	<ul style="list-style-type: none"> <li><b>New business trip request (Institute employees)</b></li> <li><b>Edit business trip request (Institute employees)</b></li> <li><b>Copy business trip request (Institute employees)</b></li> </ul>
	Team organisation*	<ul style="list-style-type: none"> <li><b>View all processes</b></li> <li><b>Manage business trip requests</b></li> <li><b>Permissions</b></li> </ul>

\* Only the disciplinary manager of an organizational unit receives this role.



## 5. New business trip request

- Fields marked with a red asterisk are required fields.
- Staff ID, Surname and First name are completed automatically for registered users (fields highlighted in gray); it is not possible to enter data in these fields.
- The fields Request date and No. are completed automatically after saving the request; you cannot enter any data in these fields or change the entries.
- The menu options as shown above only become visible after saving.

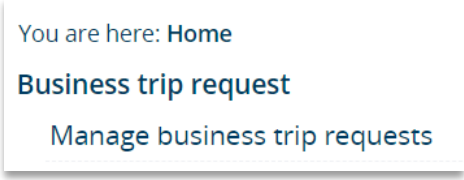
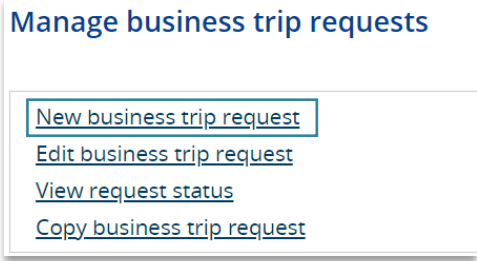
### Required field ‘Domestic/International’

The default entry in this field is Domestic. You can select International from the drop-down menu. This field is required. The menu option ‘Foreign service trip’ is only activated if you select ‘International’.

### Tip

The menu option ‘Notes’ can be used to provide additional information.

- 1) For example, you may wish to indicate your department-specific trip number or HÜL number here.
- 2) You can also provide links to event programs that are only available online on a website in the note fields.

Step	Description
1	Open the online personnel service and select ‘ <b>Business trip request</b> ’.
2	<p>After selecting ‘<b>Business trip request</b>’, all available features are displayed under ‘<b>My Functions</b>’.</p> 
3	<p>All available actions are displayed under ‘<b>Manage business trip requests</b>’.</p> <p>To create a new business trip request, select ‘<b>New business trip request</b>’ .</p> 
4	The following menu options are available for creating, editing and copying business trips:



- **Travel data**
- Itinerary
- Foreign service trip
- Remuneration/allowance
- Transport
- Expected costs
- Financing
- Notes
- Reimbursement
- Documents
- **Submit request**

**Save**  
You must click Save on every page after making your entries.  
Each page must be saved so that you can access your request if you are logged out automatically.  
If you do not wish to enter any data on a page, simply click 'Next'.

**Submit request**  
Depending on your role, the system will display different possible actions here. Please select the appropriate option.

**Forward to**  
This drop-down menu allows you to select your supervisor to confirm the factual accuracy of your request.  
The request is now complete and will be forwarded to the selected supervisor for factual confirmation.

**Details are correct**  
Please confirm that your details are correct by selecting J.  
J = Yes / N = No

Action for forwarding the travel request data

\* Action  ▾

\* Forward to  ▾

\* Details are correct  ▾

**Forward**

Ihr Antrag wurde angenommen.

[Details ansehen](#)

**Zurück**

**Email notification**  
Your supervisor is notified via email of a new request pending confirmation.  
The requestor receives an email notification after the request receives final approval.



## 6. Administration role: New business trip request (employees of the institute)

- Fields marked with a red asterisk are required fields.
- Staff ID, Surname and First name are completed automatically for registered users; it is not possible to enter data in these fields.
- The fields Request date and No. are completed automatically after saving the request; you cannot enter any data in these fields or change the entries.
- The menu options as shown above only become visible after saving.

### Required field 'Domestic/International'

The default entry in this field is Domestic. You can select International from the drop-down menu. This field is required.

### Foreign service trip

The menu option **Foreign service trip** is not available. For data protection reasons, this option cannot be displayed when using the additional Administration role. Using the Administration role, you can pre-fill a request. The traveler must then add or complete the additional information in the above-mentioned missing section.

### Save

You must click Save on every page after making your entries.

Each page must be saved so that you can access your request if you are logged out automatically.

If you do not wish to enter any data on a page, simply click 'Next'.

### Tip

The menu option '**Notes**' can be used to provide additional information.

- 1) For example, you may wish to indicate your department-specific trip number or HÜL number here.
- 2) You can also provide links to event programs that are only available online on a website in the note fields.

### 'Forward to'

The 'Forward to' field must remain **empty**. The request is automatically sent to the person for whom it has been created by the administration.

It is not possible to **delete** a request in the Administration role.  
Requests can only be deleted using the Employee role.





With the additional 'Administration' role, you also have the option of preparing a new business trip request for members of your institute.

Step	Description
1	Open the online personnel service and select 'Administration'.
2	<p>After selecting 'Administration', all available features are displayed under 'My Functions'.</p> <div data-bbox="311 539 692 667" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>You are here: Home</p> <p><b>Administration</b></p> <p>Manage business trip requests</p> </div> <p>→ 'Show all processes' is only relevant if you are using the alternative workflow. You can find more information in section 6.4.</p> <p>→ If you use the <a href="#">alternative workflow</a>, further functionalities are available to you. <i>If you do not use the alternative workflow, these functions are not relevant and are not displayed.</i></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div data-bbox="411 864 772 1032" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Administration</b></p> <p>Show all operations</p> <p>Manage business trip requests</p> <p>Permissions</p> </div> <div data-bbox="794 875 1366 1032" style="border: 1px solid #ccc; padding: 5px;"> <p>→ Process overview of all requests with pending actions</p> <p>→ Deputy settings</p> </div> </div>
3	<p>All available actions are displayed under 'Manage business trip requests'. To prepare a new business trip request, select 'New business trip request (employees of the institute)'.</p> <div data-bbox="352 1272 863 1491" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Manage business trip requests</b></p> <p><a href="#">Business trip request new (Institute employees)</a></p> <p><a href="#">Edit business trip request (Institute employees)</a></p> <p><a href="#">Copy business trip request (Institute employees)</a></p> </div>
5	<p>To find the correct employee, you can enter corresponding search criteria and then activate the 'Start search' button. The system displays all entries fitting your criteria. The selected data set can be edited by clicking on the <b>pencil symbol</b> to open the data entry dialog.</p> <div data-bbox="311 1753 831 2056" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Search people</b></p> <p>View options</p> <p>Display results: <input checked="" type="radio"/> 10 <input type="radio"/> 20 <input type="radio"/> 30 <input type="radio"/> 50</p> <p>Search criterias</p> <p>Staff-ID <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Name <input type="text"/></p> <p>Institute/Department <input type="text"/></p> <p><input type="button" value="Start Search"/> <input type="button" value="Clear Form"/></p> </div>



6	<p>The menu options for entering travel data have almost the same structure as those in the 'Business trip request' function.</p> <p>The following menu options are available for entering travel data:</p> <div data-bbox="311 409 678 752" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><b>Enter business trip request</b></p> <ul style="list-style-type: none"> <li>• Travel data</li> <li>• Itinerary</li> <li>• Remuneration/allowance</li> <li>• Transport</li> <li>• Expected costs</li> <li>• Financing</li> <li>• Notes</li> <li>• Reimbursement</li> <li>• Documents</li> <li>• Submit request</li> </ul> </div>
6	<p><b>Submit request</b></p> <p>The action '<b>Business trip request prepared (Administration)</b>' is pre-filled and cannot be edited.</p> <p><b>'Forward to'</b></p> <p>The 'Forward to' field must remain <b>empty</b>. The request is <b>automatically</b> sent to the person for whom it has been created by the administration.</p> <p><b>'Comment'</b></p> <p>The comment field can be used to leave additional messages for the person the request is forwarded to.</p> <div data-bbox="311 1279 1361 1534" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Action for forwarding the travel request data</p> <p>* Action <span style="border: 1px solid #ccc; padding: 2px;">Dienstreiseantrag vorbereitet (Verwaltung) ▾</span></p> <p>Forward to <span style="border: 1px solid #ccc; padding: 2px;">▾</span></p> <p>Comment <span style="border: 1px solid #ccc; padding: 2px;"> </span></p> <p>* Details are correct <span style="border: 1px solid #ccc; padding: 2px;">J ▾</span></p> <p><span style="background-color: #0056b3; color: white; padding: 2px 10px; border: none;">Forward</span></p> </div> <div style="width: 35%; text-align: center;"> <p style="font-size: 1.2em; color: #0056b3;">Ihr Antrag wurde angenommen.</p> <p style="color: #0056b3; text-decoration: underline;">Details ansehen</p> <p><span style="background-color: #0056b3; color: white; padding: 2px 10px; border: none;">Zurück</span></p> </div> </div> </div>

### 6.1. Alternative workflow for the Administration role – Request confirmation on request

The alternative workflow integrates the 'Administration' role into the approval process.

**Workflow:**

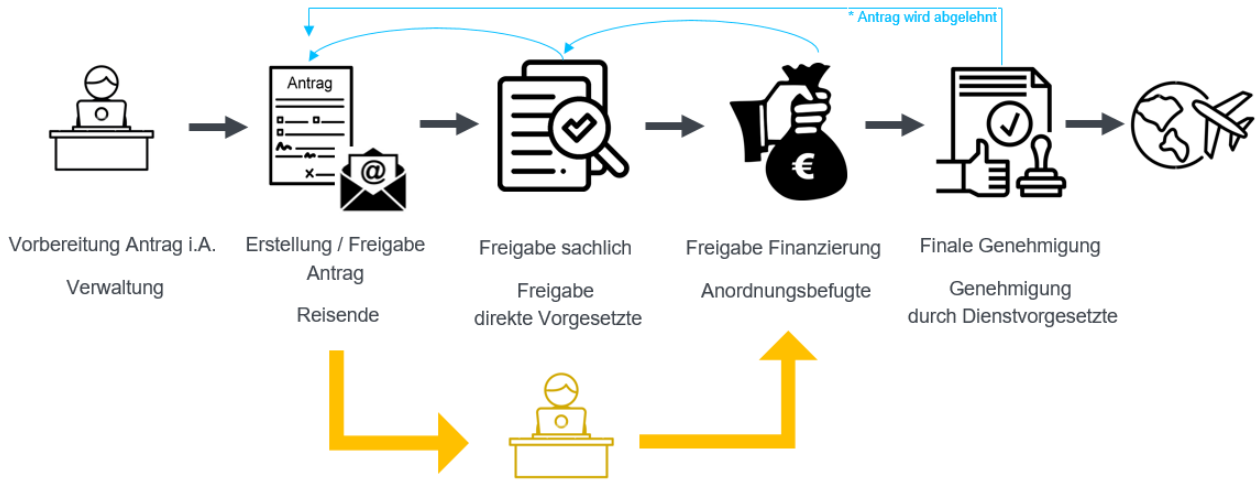
- 1) Traveler submits request and selects the administration under 'Forward to'.
- 2) The administration receives an email notification.
- 3) The administration can then edit the request and subsequently confirm it.
- 4) The administration uses 'Forward to' to forward the request to the authorized individual.



**Would you like to establish this workflow in your department?**

1) Please contact [dienstreise@verwaltung.uni-stuttgart.de](mailto:dienstreise@verwaltung.uni-stuttgart.de), we will activate this alternative workflow for you.

2) Communicate the new workflow independently in your department.



**Einbindung der Verwaltung in Genehmigungsprozess möglich**

Nach Erstellung/Freigabe des Antrags durch Reisende:  
 Der Antrag kann auch an die Verwaltung weitergeleitet werden zur Bearbeitung + Freigabe.  
 ➔ Möchten Sie diese Vorgehen bei Ihnen am Institut etabliert?  
 Wenden Sie sich hierzu an [dienstreise@verwaltung.uni-stuttgart.de](mailto:dienstreise@verwaltung.uni-stuttgart.de),  
 wir schalten Ihnen diesen Alternativworkflow frei.



## 7. Team management role

The Team management role in the digital business trip request system is given to direct supervisors, authorized persons and general supervisors.

### Description of the functions:

- Confirmation by direct supervisor (factual accuracy):  
**'Business trip request confirmed'/'Business trip request rejected'**
- Authorized individual (financial approval):  
Can adjust the financing.  
**'Financing checked'/'Business trip request rejected'**
- Approval by general supervisor (final approval):  
**'Business trip request approved'/'Business trip request rejected'**
- Action **'Forward'**  
If you have received a request in error, you can use this function to forward the request to another approver.
- **Combination step ' Business trip request financing checked and approved'**  
The two approval steps 'Financing checked' and 'Business trip request approved' can be combined and carried out at once with just one click using the combined step 'Business trip request financing checked and approved'.  
Of course both options are available. The combination step is added as a further option in addition to the two existing separate steps.

### **'Business trip request rejected'**

If a request is rejected during the approval process, the 'Forward to' field must remain **empty**.  
The responsible person specified in the approval process is **automatically** notified of the rejection.

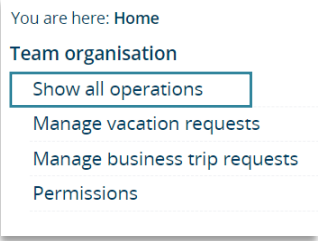
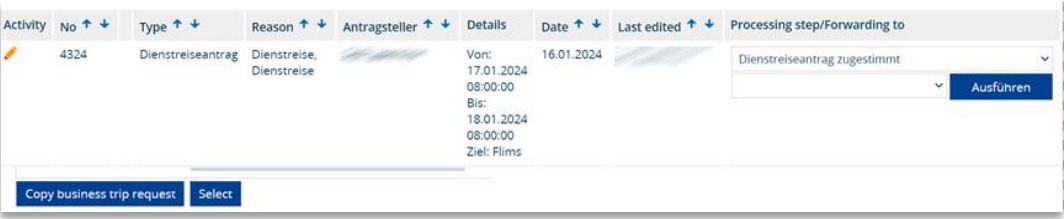
### Function **'Return to requestor'**

If you have received a request in error or if you have questions for the requestor, you can use this function to return the request to the requestor.

The requestor can continue to edit the request and does not have to create it again.

Step	Description
1	<p>If one of your employees has submitted a business trip request or you have been selected as the next processor in the approval process as an authorized person or general supervisor, you will receive an <b>email notification from the system</b>:</p> <p><b>Subject: Dienstreiseantrag zu bearbeiten (Business trip request pending processing)</b></p>



	<p><b>Business trip request to be processed</b></p> <p>Hello,</p> <p>a business trip request has been forwarded to you. Please open <a href="https://personalservice.uni-stuttgart.de">https://personalservice.uni-stuttgart.de</a></p> <p>Date: 04.12.2023 08:00:00 - 05.12.2023 08:00:00</p> <p>This is an automatic notification, please do not reply to this email.</p> <p>Kind regards Personal-Online-Service</p>																		
2	<p>Open the online personnel service and select the <b>'Team management'</b> function.</p>																		
3	<p>After selecting <b>'Team management'</b>, all available features are displayed under <b>'My Functions'</b>. Select <b>'Show all processes'</b>.</p> 																		
4	<p>Under <b>'Show all processes'</b>, you will see an overview of all processes with pending actions:</p>  <table border="1"> <thead> <tr> <th>Activity</th> <th>No</th> <th>Type</th> <th>Reason</th> <th>Antragsteller</th> <th>Details</th> <th>Date</th> <th>Last edited</th> <th>Processing step/Forwarding to</th> </tr> </thead> <tbody> <tr> <td></td> <td>4324</td> <td>Dienstreiseantrag</td> <td>Dienstreise, Dienstreise</td> <td></td> <td>Von: 17.01.2024 08:00:00 Bis: 18.01.2024 08:00:00 Ziel: Flims</td> <td>16.01.2024</td> <td></td> <td>Dienstreiseantrag zugestimmt <input type="text"/> <input type="button" value="Ausführen"/></td> </tr> </tbody> </table>	Activity	No	Type	Reason	Antragsteller	Details	Date	Last edited	Processing step/Forwarding to		4324	Dienstreiseantrag	Dienstreise, Dienstreise		Von: 17.01.2024 08:00:00 Bis: 18.01.2024 08:00:00 Ziel: Flims	16.01.2024		Dienstreiseantrag zugestimmt <input type="text"/> <input type="button" value="Ausführen"/>
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5	<p><b>Fast-track approval of requests:</b></p> <p>For <b>quick approval</b>, select the relevant workflow step <b>directly in the overview</b> and assign the next workflow step in the approval process to an individual from the drop-down menu.</p> <p><b>'Business trip request rejected'</b></p> <p>If a request is rejected during the approval process, the <b>'Forward to'</b> field must remain <b>empty</b>.</p> <p>The responsible person specified in the approval process is automatically notified of the rejection. See section 2. Approval process.</p> <div style="background-color: #e0f2f1; padding: 10px; border-radius: 10px; margin-top: 20px;"> <p>Unfortunately, forwarding is no longer possible in the last approval step.</p> </div>																		