



Universität Regensburg

Programme guide

Reisemanagement (BayRMS) travel management

Quick start guide, based on version 1.0

As of: 09/2025

Referat III/25

Short version, annotated and adapted for the University of Regensburg

based on the program manual provided by the LfF

Travel Management (BayRMS) Version 1.0, as of 09/2025, Department 3LB41 [Klicken Sie hier, um Text einzugeben.](#)

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I Instructions

This is the short version. For detailed questions, please refer to the long version of the instructions and the videos in the UR media library. [Mediathek der Universität Regensburg](https://www.mediathek.uni-regensburg.de/)

The green boxes contain tips from the approval authority.

1 Opening the application

To use BayRMS, you must first register and log in to the portal „Mitarbeiterservice Bayern“:

<https://www.mitarbeiterportal.bayern.de/>

After logging in, select the application "Reisemanagement" ('travel management').

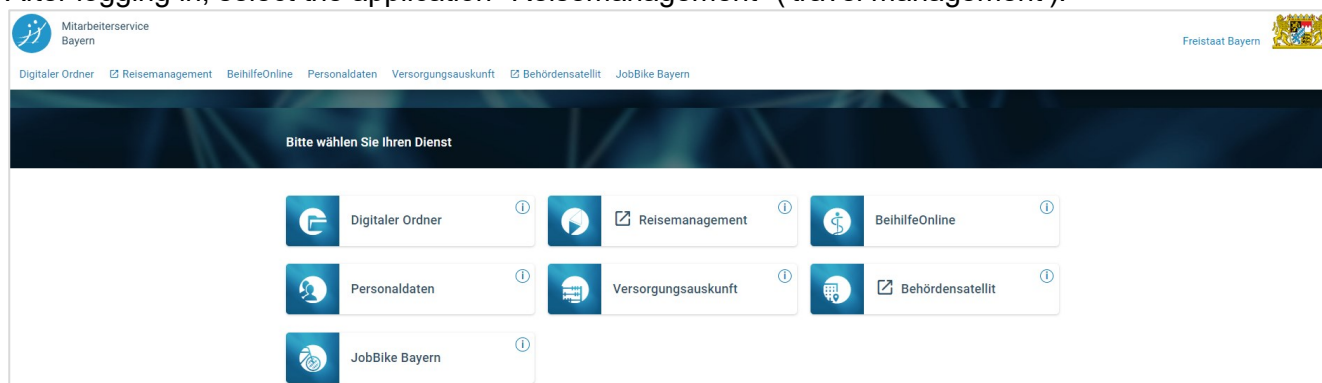


Illustration 1

Before using it for the first time, the account must be activated once in BayRMS.

2 Einstellungen (Settings)

2.1 Persönliche Daten (personal data)

When you log in for the first time, you will be redirected to the 'Personal Data' menu area. These settings only need to be made once, or later on if your personal details change.

Data protection

Please tick the box „Ich kann zur Mitzeichnung / Genehmigung oder in Vertretung (inkl. Sekretariatslösung) von anderen ausgewählt werden“ ('I can be selected for co-signing/approval or representation (including secretarial services) of others'), as otherwise various functions will be missing from the programme.

The box „Angaben zum Reiseverlauf in den E-Mails“ ('Travel itinerary details in emails') is optional.

Persönliche Daten

Persönliche Angaben

Personalnummer * 45761843	Titel ⓘ 0 / 15	Nachname * ⓘ 6 / 40	Vorname * ⓘ 3 / 40
Straße, Hausnummer * ⓘ Musterstraße 4 14 / 40	Land * DE (Deutschland)	Postleitzahl * ⓘ 93051	Wohnort * ⓘ Regensburg 10 / 40
E-Mail-Adresse * ⓘ simona.utz@ur.de 16 / 100	Zusätzliche E-Mail-Adresse ⓘ 0 / 100	Telefonnummer ⓘ 0 / 50	

☒ Bezügekonto ⓘ

Beschäftigungsbehörde *
 1521012 (Universität Regensburg) ⓘ

Dienstort * ⓘ Regensburg 10 / 70	Referat/Funktion * ⓘ Verwaltung Referat III/25 25 / 35	Eingruppierung * ⓘ E6 2 / 8
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Datenschutz

☒ Ich kann zur Mitzeichnung/Genehmigung oder in Vertretung (inkl. Sekretariatslösung) von anderen ausgewählt werden ⓘ

☒ Angaben zum Reiseverlauf in den E-Mails ⓘ

Abbrechen
 Speichern

Illustration 2

2.1.1 Voreinstellungen (default settings)

You have the option of adjusting the date filter of the search option in the application lists to suit your individual requirements.

We recommend 200 days; more than that is not possible.

3 Genehmigungsantrag (business trip authorisation request)

3.1 Neuen Genehmigungsantrag stellen (submit a new application for approval)

Open the menu item **Neuer Genehmigungsantrag**.

3.1.1 Step 1 – Reisedatum (travel date)

Reiseart (Type of trip)

We work with the following four options:

- Dienstreise (business trip to somewhere but not Regensburg*)
- Fortbildungsreise (training trip to somewhere but not Regensburg*)
- Dienstgang (business trip within Regensburg*)
- Fortbildungsgang (training trip within Regensburg*)

Many other suggestions are not relevant for the UR.

*If your place of work is Regensburg

Difference between Dienstreise and Fortbildungsreise (business trip and training trip)

Dienstreise (business trip): active participation (e.g. lecturing, moderating, presenting, excursion)

Fortbildungsreise (training trip): for professional development (e.g. attendance at trade fairs, congresses, conferences, specialist seminars and lectures without active participation)

Zweck der Reise (purpose of the trip)

Simply stating ‚meeting‘, ‚conference‘, ‚lecture‘ or similar is too vague.

Better:

- Giving lecture X at conference Y
- Attending lecture X at event Y
- Meeting with Professor X from University Y
- Research stay at University X with Professor Y
- Visiting trade fair X
- Supervising a stand at trade fair X
- Visiting students on an internship at school X
- Further training entitled X at organisation Y

Reisebeginn Ort / Reiseende Ort (Start of journey location / End of journey location)

Dienststelle (Place of work): Usually Regensburg, unless otherwise agreed in the employment contract

Wohnort (Place of residence): The program uses the location you specified when you first logged in. You can check this in Step 9 and change it if necessary.

Anderer Ort (Other location): e.g. partner's/parents' home, second home, temporary residence during research stay

3.1.2 Step 2 – Reisetage (travel days)**Ort (place)**

Please provide the exact address. (If you have multiple destinations in one day, please provide

Pauschalen (packages)

Please choose "No selection" in all cases.

Overnight stay

- Unentgeltliche Übernachtung (Free overnight accommodation) – There are no costs for you or the department.
- Hotel / Unterkunft wird von der Dienststelle gebucht und bezahlt. (Hotel/accommodation will be booked and paid for by the department.)
- Hotel / Unterkunft wird vom Reiseservice gebucht und bezahlt – Nicht wählen, die UR hat keinen Reiseservice. (Hotel/accommodation is booked and paid for by the travel service – Do not select this option, as UR does not have a travel service.)
- Hotel / Unterkunft wird von mir bezahlt und mit der Reisekostenabrechnung geltend gemacht – (Hotel/accommodation will be paid for by me and claimed on my travel expense report) – please note that the invoice address must be issued to UR.
- Übernachtung im Beförderungsmittel bzw. Nachtarbeit - z. B. Nachtflug (Overnight stays in means of transport or night work – e.g. night flights)
- Private accommodation – e.g. with friends/relatives

accommodation costs

within Germany:

Places with up to 299.999 inhabitants 90,00 € / day

Places with 300.000 Inhabitants or more 120,00 € / day

Information on daily allowances for overnight stays abroad can be found on our homepage under

[Formulare und Dokumente zu Dienst- und Fortbildungsreisen - Universität Regensburg](#)

If it seems expedient for you to do so for trips lasting several days with regard to data collection, the data currently recorded can be duplicated for additional days from the second day of travel onwards using the function  .

3.1.3 Step 3 – Privataufenthalt (private stay)

For private stays, please send us a comparative quote for the means of transport, showing what the arrival/departure would have cost if you had only travelled on business. This could be, for example, a screenshot of the airline or train booking website showing the price. Please select the same provider and the same route and use the file upload in Step 9 to send it to us.

3.1.4 Step 4 - Auslandsaufenthalt (stay abroad)

When travelling abroad, it may be necessary to submit a travel request. All relevant information can be found here: [**Formulare und Dokumente zu Dienst- und Fortbildungsreisen - Universität Regensburg**](#)

3.1.5 Step 8 – Buchungs-/KLR-Daten (booking and KLR-data)

Anordnungsstelle (ordering department):

Please enter „1521012 (Universität Regensburg)“ here if the trip is to be paid for by the university via a cost centre or project.

Buchungsdaten ⓘ

Voreinstellung Buchungsdaten
Testdaten ⓘ

Erweiterung * ⓘ 0000000 7 / 7
Kapitel * ⓘ 0602 4 / 4

Titel * ⓘ 52701 5 / 5	Titel Zusatz ⓘ 0 / 6	Budgetnummer ⓘ 0 / 10
Ebene 1 ⓘ 0 / 10	Ebene 2 ⓘ 0 / 10	Ebene 3 ⓘ 0 / 20

KLR-Daten (soweit von Ihrer Behörde gefordert) ⓘ

Voreinstellung KLR-Daten
Bitte wählen ⓘ

Verfahren ⓘ 0 / 6
Buchungskreis ⓘ 0 / 4

Kostenart ⓘ 0 / 11	Kostenstelle ⓘ 0 / 11	Kostenträger ⓘ 0 / 12
Info 1 ⓘ 0 / 10	Info 2 ⓘ 0 / 10	Info 3 ⓘ 0 / 20

Abbrechen Speichern

Illustration 3

The fields requested are predefined by the program and unfortunately do not fit the UR optimally. We have to improve a little here. To keep everything as simple as possible, we recommend that you store the booking data in the program under „Einstellungen“ ('Settings') – „Voreinstellungen“ ("Preferences") – „Buchungsdaten“ / „KLR-Daten“ ('Booking data' / 'KLR data'). This way, you do not have to re-enter them every time (see 2.2 in the long user manual or the video 'Einfacher Dienstreiseantrag' in the UR media library: [Mediathek der Universität Regensburg](#))

Buchungsdaten (booking data)	
Erweiterung	0000000 (please accept value)
Kapitel	4-digit chapter (If your chapter has 5 digits and begins with a zero, omit the zero.)
Titel	5-digit title
Titel-Zusatz	remains empty
Budgetnummer	remains empty
Ebene 1 – 3	remains empty
KLR-Daten (KLR-data)	
Verfahren	URKLR1 (Please accept value)
Buchungskreis	2008 (Please accept value)
Kostenart	- for domestic travel 68500 - on a training trip 65400 - when travelling abroad 68510
Kostenstelle	Cost centre (8 digits) or project number (at least 6 digits)
Kostenträger	remains empty
Info 1	The IBAN of your personal account to which the costs are to be reimbursed.
Info 2 and 3	remains empty

Kostenübernahme durch Dritte (cost coverage by third parties)

If the costs of the trip are covered by third parties, please enter this information for co-signature/approval.

Here you can also indicate that you waive your right to a refund in whole or in part.

3.1.6 Step 9 – Antrag stellen (submit an application)

File upload, e.g. comparative offers for flights/trains, invitation letters, program

In the section Mitzeichnung, select the person to whom your approval request should be forwarded. All you need to do is know and enter the next person in the approval process.

Please select your immediate supervisor here. If you are a professor, please pick “Dienstreise Genehmigung”.

4 Reiseabrechnung auf Grundlage einer BayRMS-Genehmigung (travel expense claim based on a BayRMS authorisation)

If approval for a trip has been requested and granted in BayRMS, you can proceed directly to billing based on the existing, approved trip data.

Please select **Neuer Abrechnungsantrag** (New billing approval with BayRMS approval).

4.1 Step 1 bis 7 – Daten aktualisieren (update data)

The entries in steps 1 to 7 must be replaced with the actual travel data if there have been any changes to the original approval data (e.g. times, amounts, mileage, etc.).



4.2 Step 8 – Buchungsdaten (booking data)

In Step 8, you will enter all the information required for the correct posting of the requested costs to your authority.

4.3 Step 9 – Antrag senden (submit application)

If required by your accounting department, you have the option of attaching important documents to verify your expenses. Information about the permitted file formats and file sizes can be found in the section **Dateiupload** (file upload).

The technical upload of the file only takes place when the application is finally submitted in Step 9.

5 Reiseabrechnung ohne BayRMS-Genehmigung (Travel expense claims without BayRMS approval)

If you have undertaken a trip that did not require individual approval in BayRMS (e.g. if you had general approval for business travel, etc.), „Neue Abrechnung ohne BayRMS-Genehmigung“ (‘New settlement without BayRMS approval’) from the menu **Neuer Abrechnungsantrag (new settlement request)**.

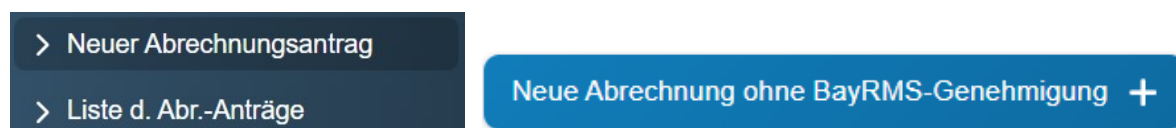


Illustration 4

You cannot apply for general business trip authorisations via BayRMS. Information and the appropriate form can be found on our homepage. [Formulare und Dokumente zu Dienst- und Fortbildungsreisen - Universität Regensburg](#)

Please upload the general authorisation when submitting your expense report via the file upload

6 Mitzeichnung / Genehmigung (Co-signature / Approval)

6.1 Antrag mitzeichnen / genehmigen (Co-sign/approve application)

If you have opened the form for editing, you will find Step 10 – Mitzeichnen (Co-sign) on the far right.

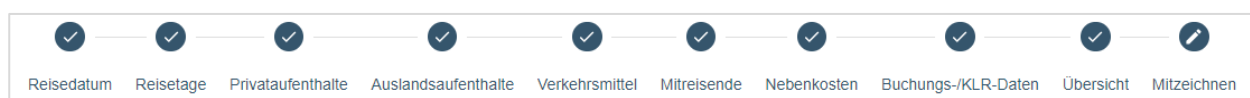


Illustration 5

In the **Übersicht Antragsdaten**  area, you can use the **Bearbeiten** button in the respective area heading to switch directly to the respective data fields and make the desired changes there.

Reisedatum
Bearbeiten

Reiseart	Zweck d. Reise	Start Datum	Start Ort	Ende Datum	Ende Ort
Dienstreise (DR)	Test	07.03.2024	Dienstort	10.03.2024	Dienstort

Reisetage
Bearbeiten

Donnerstag, 7. März

Reisebeginn	Geschäftsbeginn	Geschäftsende	Geschäftsorte	Verpflegung	Pauschale
07:00	08:00	16:00	Testhausen	-	keine Auswahl

Freitag, 8. März

Geschäftsbeginn	Geschäftsende	Geschäftsorte	Verpflegung	Übernachtung	Name der Unterkunft
08:00	16:00	Testhausen	-	Hotel/Unterkunft wird von der Dienststelle gebucht und bezahlt	Testhotel

Pauschale
keine Auswahl

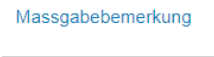
Illustration 6

The section **Bisherige Mitzeichnungen**  shows you the people who are already involved in the workflow.

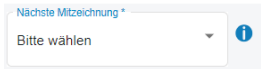
Bisherige Mitzeichnungen

27.02.2024 RMS Mitzeichner-Leit - Mitzeichnet mit Maßgabe
28.02.2024 RMS Mitzeichner-Leit - Mitgezeichnet - in Vertretung
28.02.2024 RMS Genehmiger-Leit - In Bearbeitung

Illustration 7

You can provide the applicant or other co-signatories with any necessary explanations and information in the field **Massgabebemerkung** .

If necessary, you can attach files for the other signatories and also for the person submitting the application. To do this, go to Step 9 – Overview. In the **Dateiupload** area, you can select and attach files.

In the section  select the next person to be involved.

As the supervisor, you review the application. If it is in order, select „Mitzeichnung“ (co-sign) and forward it to **Dienstreise Genehmigung Verwaltung Referat III/25**.

If you have been granted internal approval rights, you can decide whether to co-sign or approve the current application depending on your authority and the company's rules of procedure. You can also ask another person to correct the application data.

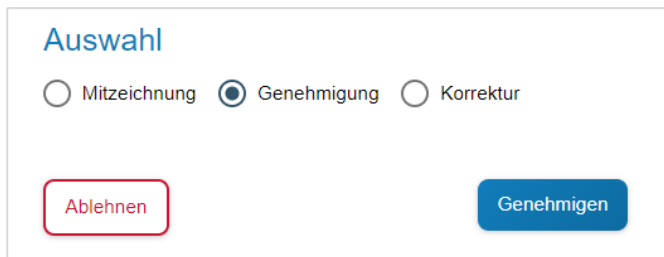


Illustration 8

Depending on which editing option is selected, the input fields expand to correspond to the respective functions. The rest of the procedure is self-explanatory.

Mitzeichnung (Co-signature) – select next person.

Genehmigung (Approval) – Approve or reject the application.

Korrektur (Correction) – select the person responsible for corrections.

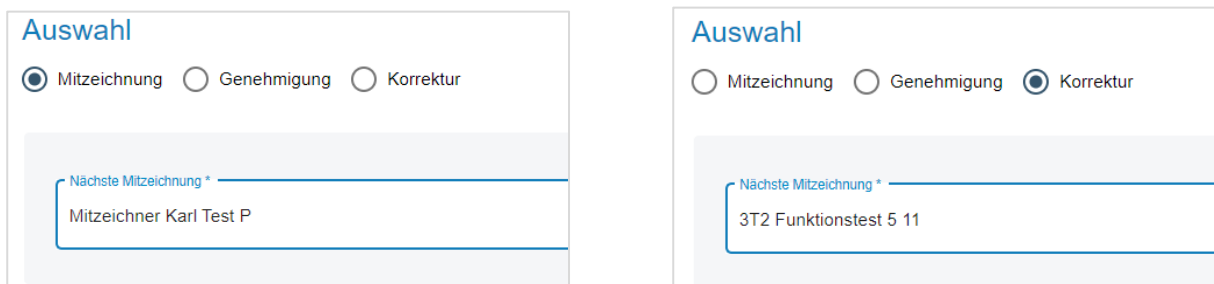


Illustration 9