Dear Sir or Madam,

Following up on Circular No. 36/2020, today’s circular provides you with information on European business trips and private trips, each with regard to the current applicable legal framework and seen in the context of the coronavirus pandemic.

**Business trips**

Effective immediately, traveling for business within Germany and Europe is permissible again as long as no travel warnings were issued for or restrictions imposed on the target countries by the Foreign Office and the Robert Koch Institute (RKI).

As the current situation may change at short notice, we ask you to please check with the Foreign Office

[https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/covid-19/2296762](https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/covid-19/2296762)

and with the RKI

[https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html)

**both prior to booking and starting the trip** whether travel warnings/restictions apply to the relevant country.

Business trips to risk areas or countries that are subject to restrictions are only approved in substantiated exceptional circumstances. Upon return to North Rhine-Westphalia, the regulations of the Ordinance on entering the state of North Rhine-Westphalia (NRW) during the coronavirus pandemic ([Coronaeingereineverordnung des Landes NRW](https://www.uni-bonn.de)) as amended apply.
Due to legal obligations to mitigate damages, only trips that allow for cancellation (against a small fee) may be booked.

Out of duty of care, only business trips which cannot be replaced by digital communication are permissible.

Where business trips are considered, each member of staff should carefully weigh the purpose of the trip against related health risks.

The required forms are to be submitted to Section 3.1 – Travel Expenses well ahead of the start of the trip. Please contact reisekosten@verwaltung.uni-bonn.de or Stephanie Kohr (kohr@verwaltung.uni-bonn.de).

**Private trips**

Private trips to countries for which the RKI and the Foreign Office issued travel warnings/imposed restrictions should be avoided where possible.

The Ordinance on entering the state of North Rhine-Westphalia (NRW) during the coronavirus pandemic stipulates that every person who travels from or returns from a risk area must quarantine at home for 14 days and inform the responsible health authority. Where responsible health authorities are not promptly notified, this is considered a regulatory offense which may be punished by a fine.

We therefore ask you to please bear in mind that certain legal regulations may apply at the time of planning your private trip, which may require you going into quarantine at home upon your return. The period of time you go into quarantine for does not classify as paid working time. Therefore, please carefully check where you plan to take a private trip to and whether it is necessary at this point in time.

In case of doubt and questions on private trips, please speak to your responsible Human Resources department.

Sincerely,

signed Holger Gottschalk
Provost