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**Uniform Business Travel Regulations
for Wage-Earning and Salaried
Employees (UBTR)**

UBTR at a glance

The plant location is the **origin** of a business trip. As soon as an employee leaves the plant location for business-related purposes, the employee is considered to be on a business trip. It is also possible to determine that the domicile of the employee is the starting and terminal point of a business trip.

Per diem allowance for business trips in

- vicinity (domestic area of 10 km around the plant location): € 20.45 / 24 hours
- other domestic area: € 40.91 / 24 hours
- foreign country: varies / 24 hours

Per diem allowance fractions for business trips in Austria and foreign countries:

- more than 5 hours: 1/3 of the per diem allowance
- more than 8 hours: 2/3 of the per diem allowance
- more than 12 hours: full per diem allowance

Accommodation allowances:

- 1 to 7 calendar days: € 22.69 / night
- after 7 calendar days: € 13.78 / night

For **passive travel time (train, bus, plane, waiting times etc.) beyond normal working hours** employees are entitled to a travel compensation equal to their hourly earnings (but only up to a maximum based on the basic level of Employment Group G), with a surcharge of 50 % on Sundays and holidays.

For **driving time beyond normal working hours** employees are entitled to a driving compensation equal to their compensation for overtime work (but only up to a maximum based on the basic level of Employment Group H).

Transitional regulations for

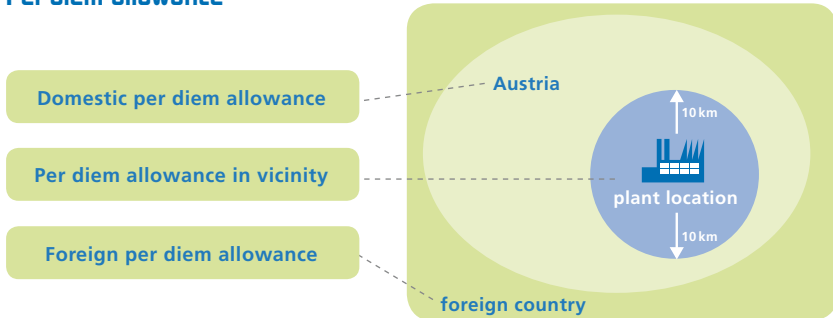
- domestic per diem allowance,
- per diem and accommodation allowances in the countries which acceded to the EU on May 1st 2004, and
- travel and driving compensation.

◀ **THE UNIFORM BUSINESS TRAVEL REGULATIONS FOR WAGE-EARNING AND SALARIED EMPLOYEES ARE APPLICABLE SINCE MAY 1ST 2006.**

Reimbursement for travel expenses

Per diem and accommodation allowances

Per diem allowance



Employees do not get a per diem allowance if a business trip lasts up to 5 hours.

The per diem allowance is also not paid for business trips in the vicinity (i. e. within a domestic area of 10 km around the plant location)

- for employees in higher Employment Groups (H to K);
- for business trips primarily involving consultation, procurement and sales, software development, official matters with the authorities, etc.;
- for business trips between two plant locations of the employer.

If the portion of the business trip which occurs in a foreign country lasts up to 5 hours only, the entire trip is classified as domestic travel.

Accommodation allowance

If it is necessary for the employee to seek accommodation in the course of a business trip, the employer must either provide such accommodation for free or reimburse the costs. Only if the employee seeks accommodation privately she or he is entitled to an accommodation allowance.

- ◀ **3 TYPES OF PER DIEM ALLOWANCES: DOMESTIC VICINITY – OTHER DOMESTIC AREA – FOREIGN COUNTRY**

Reimbursement for travel expenses

Per diem and accommodation allowances – amount

Per diem allowance

The amount of the per diem allowance depends on the duration of the business trip and the destination.

Duration of the trip (hours)	Austria*		Foreign country**
	Vicinity (V)	Other domestic area	
up to 5	0	0	0
more than 5	€ 9.87	€ 13.64 (1/3)	1/3
more than 8	€ 12.38	€ 27.27 (2/3)	2/3
more than 12 (V:11)	€ 20.45/24 hr	€ 40.91/24 hr	x/24 hr

* Note: transitional regulations may apply. ** Values for Austrian civil servants, salary category 3.

Accommodation allowance

The full amount of the accommodation allowance must be paid for the first seven calendar days of the business trip. After the seventh day a reduced allowance must be paid.

Duration of the trip	Amount per night
1. – 7. calendar day	€ 22.69
after the 7 th calendar day	€ 13.78

Foreign country

For business trips to foreign countries, employees are entitled to the per diem and accommodation allowances applicable for civil servants (salary category 3). Such allowances vary from country to country. For business trips to “old” EU Member States, as a minimum the Austrian per diem and accommodation allowances must be paid. From January 1st 2007 for the “new” EU Member States (entry at May 1st 2004) the per diem and accommodation allowances shall be increased by € 3 per year until the levels payable for domestic business trips are reached.

- 3 FACTORS FOR DETERMINING AMOUNTS: DURATION OF THE BUSINESS TRIP – DISTANCE TO DESTINATION – COUNTRY OF DESTINATION

Reimbursement for travel expenses

Per diem and accommodation allowances – reductions

Meals

If the employee is provided with a meal (food and beverages) free of charge or if the costs incurred for a meal are reimbursed, the **per diem allowance** may be reduced.

free meal	Austria		Other domestic area	Foreign country
	Vicinity			
	up to 11 hours	more than 11 hours		
→ Reduction by				
Breakfast	-	-	-	15%
Lunch	100%	50%	30%	30%
Dinner	100%	50%	30%	30%

Training events

For training events the employer may reduce the amount of the **per diem allowance** for business trips in Austria and in foreign countries by 90 %, provided that the time of event is paid for and the employer bears the costs for all meals and supplement services.

Lodging, sleeping car, first class and business class lights

The **accommodation allowance** is not paid, if

- the employer pays for or reimburses the employee for the costs of a hotel room or other suitable lodging;
- the business trip lasts at least 3 hours between 10:00 p.m. and 6:00 a.m. and the employee uses a sleeping car or a first class or business class flight.

▶ **PER DIEM AND ACCOMMODATION ALLOWANCES CAN BE REDUCED IF THE EMPLOYER PAYS FOR MEALS AND LODGING RESPECTIVELY.**

Compensation for travelling beyond normal working hours

Travel and driving compensation

Working hours during business trips

Overtime hours in the course of business trips must also be remunerated. However, there are special compensation-regulations for driving, flying and waiting times beyond normal working hours:

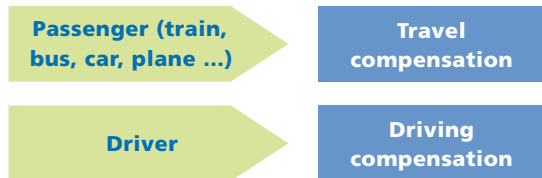
Travel compensation

Travel times beyond normal working hours must be paid similar to working time (calculation based on the number of minutes: monthly salary : 167 : 60). A surcharge of 50 % must be paid on Sundays and holidays. The basis of the travel compensation is limited to the amount for the basic level of Employment Group G.*

Driving compensation

If an employee on a business trip is driving a car, this must be paid as overtime (monthly salary: 143 : 60 plus 50 % or 100 % sur-

charge depending on the time of the day). The basis of the driving compensation is limited to the amount for the basic level of Employment Group H.*



Vicinity

If an employee travels between plant locations of the employer which are located in the vicinity (10 km) of the employee's normal workplace, the employee is not entitled to travel or driving compensation.

◀ **TRAVEL AND DRIVING TIMES BEYOND NORMAL WORKING HOURS ARE COMPENSATED.**

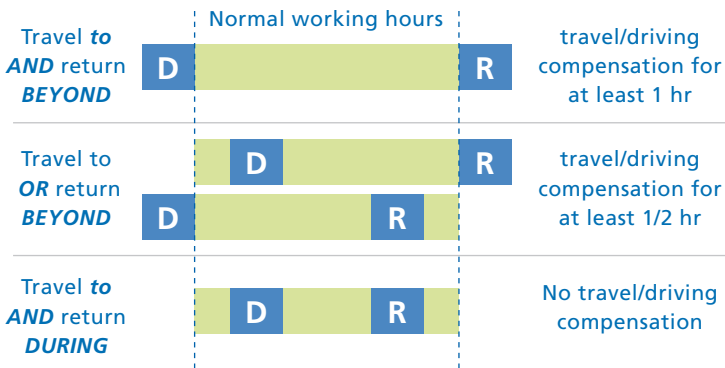
* Note: transitional regulations may apply.

Compensation for travelling beyond normal working hours

Travel and driving compensation – minimum and maximum times

Minimum time outside of vicinity

For travel time beyond normal working hours an employee is entitled to travel/driving compensation respectively for half an hour or a full hour even if the total time required to travel to and from the destination is shorter. If the total time required to travel to and from the destination is longer, the compensation can be calculated based on the number of minutes. If the travel to and from the destination occurs within the normal working hours, no compensation must be paid.



Maximum time in vicinity

Employees travelling in the vicinity of the plant location beyond normal working hours must be paid a travel and driving compensation respectively, too. However, they are entitled to a compensation for half an hour or an hour as a maximum even if the total time required to travel to and from the destination is longer.

- ▶ **TAKE INTO ACCOUNT THE MINIMUM OR MAXIMUM TIME WHEN CALCULATING TRAVEL AND DRIVING COMPENSATION RESPECTIVELY.**

Miscellaneous

Home visits and travel expenses allowance

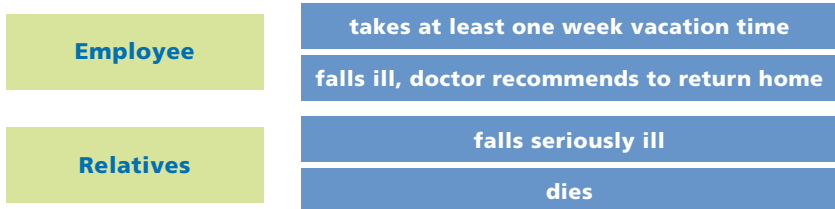
Home visits during long business trips

During long business trips employees may return to their permanent domestic residence at certain intervals at the employer's costs. They are entitled to per diem and accommodation allowances, travel or driving compensation and reimbursement for costs of transportation or a kilometre allowance.



Home visits under special circumstances

In case an employee must return home due to urgent personal matters, she or he is also entitled to per diem and accommodation allowances, travel or driving compensation and reimbursement for costs of transportation or a kilometre allowance. Urgent personal matters are listed in the collective agreement:



Travel expenses allowance

After the first month of a long domestic business trip in Austria with a destination more than 70 km away from the plant location the employee is entitled to a travel expenses allowance (public transport; train 2nd class) for months without entitlement to a paid home visit.

◀ **DURING LONG BUSINESS TRIPS HOME VISITS ARE PAID.**

Miscellaneous

Means of transportation

Train

For short business trips by rail, employees must travel 2nd class; for long trips or for travelling during the night, employees may travel 1st class.



Private car

If an employee is allowed to use a private car for business trips she or he is entitled to a kilometre allowance. For the first 15,000 km per year the employee receives the full kilometre allowance and a reduced allowance for every kilometre thereafter.

Kilometre	Kilometre allowance
up to 15,000/year	€ 0.376/km
more than 15,000	€ 0.354/km

The kilometre allowance covers all costs related to the use of the private car for business trips.

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THE EMPLOYER CHOSSES THE MEANS OF TRANSPORTATION AND BEARS THE COSTS.

Transitional regulations

Transitional regulations for salaried employees

Fixed domestic per diem allowance (outside of vicinity) for employees in higher Employment Groups

Employment Group	Fixed domestic per diem allowance until the standard UBTR amount is higher
I or J	
classified in K, the first time on May 1 st 2006 or later	€ 45,71/24 hours
classified in K, prior to May 1 st 2006	€ 52,24/24 hours

Ceiling for travel compensation

The ceiling for the travel compensation for business trips beyond normal working hours is raised in 3 steps to the level of the standard UBTR:

Date of raise	Limitation with the minimum salary for the basic level of Employment Group
May 1 st 2006	E
May 1 st 2007	F
May 1 st 2008	G (= standard UBTR)

Ceiling for driving compensation

For driving beyond normal business hours the maximum basis of calculation is € 3,061.49 per month. This limit will be "frozen" until it is exceeded by the minimum salary for the basic level of Employment Group H (= standard UBTR) in the course of the annual collective agreement increases.

Transitional regulations

Transitional regulations for wage-earning employees

Domestic per diem allowance (outside of vicinity) for more than 8 hours

The domestic per diem allowance for a business trip which for example lasts 9 hours is € 20.45 from May 1st 2006. This amount will be adjusted according to the results of the annual collective agreement increases. From May 1st 2009, it will be increased by an additional € 3 per year until 2/3 of the amount of the full domestic per diem allowance are reached. From that day on the standard UBTR amounts must be applied.

Date of increase	Domestic per diem allowance in € (assuming a 2.5% increase of wages per year)	
	> 8-12 hr	>12 hr without accomodation
May 1 st 2006	20.45	20.45
May 1 st 2007	20.96	20.96
May 1 st 2008	21.48	21.48
May 1 st 2009	22.02 + 3 = 25.02	25.02
May 1 st 2010	25.64 + 3 = 28.64	28.64
May 1 st 2011	30.86 <small>(2/3 of full per diem allowance)</small>	46.29 <small>(full per diem allowance)</small>

Ceiling for travel compensation

For employees hired after April 30th 2006, the following regulations apply:

Date of introduction of the limit	Limitation with the minimum wages of Employment Group
May 1 st 2006	H "after 4 years in the Employment Group"
May 1 st 2007	H basic level
May 1 st 2008	G basic level (= standard UBTR)

For staff employed by the company as of April 30th 2006, their existing wage level must be taken as the basis for calculation until it is exceeded by the minimum wages of Employment Group G, basic level.

Ceiling for driving compensation

For staff employed by the company as of April 30th 2006, their existing wage level must be taken as the basis for calculation until it is exceeded by the minimum wages of Employment Group H, basic level.



For more information on the UBTR and collective agreements in the Austrian Electrical and Electronics Industries, please check:

www.feei.at > [FEI-Services](#) > [Kollektivverträge](#).

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