

Information Sheet for Travellers

– Reimbursement of travel expenses according to the German Federal Travel Expenses Act (BRKG) and Foreign Travel Expenses Ordinance (ARV) –

Whenever travel expenses are submitted for reimbursement, **information about the traveller, the travel period, the destination and the purpose of the trip** has to be provided. All expenses have to be accounted for by presenting originals of individual receipts. Therefore, travellers should always ensure that they **receive, collect and retain expense receipts** (hotel bill, bus ticket, taxi receipt, etc.).

<p>Reimbursable expenses</p>	<ul style="list-style-type: none"> • Per diems/allowances according to BRKG/ARV rates. For the first and the last travel day the exact departure and arrival times must be specified. All meals provided (e.g. in the aircraft, hotel) must be listed (see template “Meals provided”). • Accommodation costs according to BRKG/ARV rates. If the accommodation expenses exceed the BRKG/ARV rates, an explanation as to why cheaper accommodation was not available must be attached to the statement of expenses. • Travel and flight costs upon presentation of passenger receipts or boarding passes. If the ticket price exceeds EUR 1,000.00, at least two further alternative offers must be obtained before ordering the tickets and the reason for the option selected must be given (see template “Proof of Flight Alternatives checked”). • Taxi or rental car expenses only, if valid reasons as to why no public transport was used are given on the receipt (e.g. unreasonable waiting times, heavy business luggage, etc.). • For journeys in private vehicles, a mileage of EUR 0.20 per kilometre can be claimed in principle, but not more than EUR 130.00 in total per journey. Parking fees can be claimed up to EUR 15.00 per day. • Additional expenses, e.g. for <ul style="list-style-type: none"> • transport (> 15 kg), storage and insurance of luggage, • postage and telecommunications costs for business purposes, • entrance fees and participation fees for business events, • necessary vaccinations, • visa fees, airport fees, official issuing fees for a passport in countries subject to passport requirements, photographs taken for a required visa or for a passport obtained on the occasion of a business trip, • laundry costs on a business trip lasting more than 8 days, provided the expenses are incurred during the business trip, • bank charges or fees for the use of credit cards or cash withdrawals for business purposes abroad. • Entertainment expenses can only be reimbursed if the guests entertained do not receive any remuneration or reimbursement of travel expenses from public funds and are not project beneficiaries. The official reason for entertaining as well as the names and functions of the persons entertained must be given.
<p>Expenses not reimbursable</p>	<ul style="list-style-type: none"> • e.g. tips, representative obligations, gifts, credit card basic and annual fees, fines and penalties, newspapers, road/city/tourist maps, expenses for private trips and telephone calls, mini-bar, leisure activities, travel insurances for accident, health, cancellation or liability.
<p>Please submit</p>	<ul style="list-style-type: none"> • Original receipts for all expenses, stating the reason for payment, the amount paid and the payee. • Boarding passes and tickets. If electronic tickets/boarding passes are used, they must be printed out for reimbursing purposes. • Exchange rate receipts, at least in the amount of the actual expenses incurred, respectively credit card statements showing the exchange rate. • If original receipts have been lost or are not available, a "Missing Receipt Declaration" must be presented which specifies the expenses and explains the absence of the original (see template "Missing Receipt Declaration").