



Leaflet on travel expenses reimbursement for persons appointed by the DAAD

Senior Desk Officers, Senior Experts, cooperation partners, supervisors, the heads and local employees of information centres

Dear traveller,

The DAAD has confirmed the reimbursement of travel expenses for your participation in a particular event.

You have received the expenses claim form required with this leaflet. Please return the form **completed in full** and **signed** to the DAAD by post within six months of the end of travel (limitation period) and enclose **all original supporting documents** (invoices, tickets, etc.).

Travel costs will be calculated in accordance with the German Federal Travel Expenses Act (BRKG); this will be in conjunction with the Foreign Travel Expenses Regulation (ARV) in the case of travel abroad. You will find a summary of the most important points arising from these regulations below; however, please note that this is not exhaustive.

If you have any questions in regard to preparing your journey or settling expenses for your journey, please contact the DAAD travel expenses office by email at reisekostenstelle@daad.de.

1. Travel costs

1.1 Public transport

The DAAD will reimburse the documented costs of second class rail travel by the shortest route, including any surcharges and additional charges for trains (e.g. ICE) and seat reservations. In the case of rail travel lasting at least two hours, first class travel costs are reimbursable. Please note that you should use all reduced rate fare options available (e.g., saver fares, rail card, travel cards or season tickets, semester travel passes).

Rail card costs can only be reimbursed if the use of the rail card results in savings that are higher than the rail card purchase price.

The costs of long-distance coach travel are also reimbursable (e.g., FlixBus/FlixBusTrain)).

Public transport costs for travel to and from the station or airport on the outward and return journey at the traveller's place of residence or work can also be reimbursed.

Taxi costs will only be reimbursed if there are valid reasons for this; the reasons must be given in the travel expenses claim.



1.1 .1 Deutschlandticket

The Deutschlandticket is only valid for local travel. In view of the associated increase in travel time, the Deutschlandticket can be used for travel to DAAD events, but the costs of long-distance tickets will continue to be reimbursed for longer trips.

Reimbursement of the monthly costs for the Deutschlandticket is only possible if it has been fully amortized. To this end, a list must be submitted with the application for reimbursement of travel expenses showing which journeys were made with the Deutschlandticket and what costs would have been incurred for them at the normal fare. The ticket prices stated must be proven in a suitable manner, e.g., by printout from the information system of the local transport associations. Without this comparison, reimbursement will be refused. If the Deutschlandticket is reimbursed or subsidized by a third party (e.g., the employer), reimbursement shall be excluded or reduced by the amount of the subsidy.

1.2 Air travel

For reasons of sustainability, rail travel is generally preferable to air travel.

This applies within Germany and for travel to neighbouring countries.

Air travel costs will be reimbursed if this is necessary for time reasons (appointments, travel time savings when caring for relatives and children) or for economic reasons.

This requires a written justification in the application for reimbursement of travel expenses; the economic viability must be proven in a suitable manner (price comparison at the time of booking).

As a rule, the lowest class of transportation (economy) is to be booked.

The costs of a seat reservation in airplanes cannot be covered according to the German Federal Travel Expenses Act (BRKG) since a seat is provided for each passenger.

If the flight was not booked through DAAD, an invoice or booking confirmation (showing the airfare) and boarding passes must be submitted.

1.3 Car

If you use a private car, an allowance of 0.20 EUR per kilometre driven will be paid; however, **the maximum reimbursable amount is 130,00 EUR**. You must choose the shortest route and indicate the total number of kilometres driven (even if you expect the number to be cut). Parking fees can be reimbursed at 15.00 EUR per day with proof. In the event of an accident, the DAAD is not liable for damage to property.

The reimbursement of the costs for the use of a rental car (rent and gasoline) of the lower middle class is possible if there are valid reasons for this. An electric vehicle should preferably be rented. Before renting a rental car, the approval of the travel expenses office must be obtained in advance; without prior approval, only mileage allowance (0,20 EUR / km, max. 150,00 EUR) can be granted.



2. Overnight accommodation

Hotel reservations for events lasting several days will generally be made by the DAAD. In such cases, the DAAD will settle the hotel invoice directly.

If you make the hotel reservation yourself, the maximum reimbursable costs for accommodation in Germany amount to 70,00 EUR per night; country-specific rates apply in accordance with ARV for accommodation abroad. If the accommodation costs documented by the hotel invoice are higher, they will be reimbursed if recognised as necessary. This may be the case, in particular if there are no cheaper hotels available. In this event, corresponding proof must be provided, e.g., a hard copy of the results list of an internet hotel search engine. In such cases, we recommend that you contact the travel expenses office in advance in order to avoid any misunderstandings.

If you use private accommodation, you will receive lump-sum reimbursement of 20,00 EUR per Night.

3. Visa

Required visa fees may be reimbursed with receipt.

4. Extension of the stay for personal reasons

You may combine your visit on behalf of the DAAD with a longer stay for personal reasons. However, it should be noted that the private stay must not last longer than five working days. If the private stay lasts longer, the costs of the outward and return journey will be deemed to have been incurred for personal reasons and are not reimbursable. If you are planning a private stay and are in any doubt about whether the travel costs are reimbursable, we recommend that you contact the travel expenses office before making the reservation.

5. Insurances

Travel cancellation insurance for the planned trip and health insurance cannot be reimbursed.

Finally, as regards the further procedure, please note:

We endeavour to reimburse travel expenses as quickly as possible. To do this, expense claims are processed in the order of receipt. Irrespective of the number of claims received, this may take several weeks. Once your claim has been processed, you will receive an email with the amount to be reimbursed; payment by bank transfer will generally follow a few days later.