

General Information on the German Travel Expenses Act

These guidelines apply to voluntary participants (e.g. reviewers and committee members) in DFG business events.

Travel expenses are reimbursed by the DFG in accordance with the German Travel Expenses Act (*Bundesreisekostengesetz*, BRKG).

Deadline for making claims

Reimbursement of travel expenses must be claimed within six months of travel (beginning with the first day following completion of your journey). Travel expenses cannot be claimed after this period.

Train and air travel

Expenses for first-class train travel can be reimbursed.

Expenses for air travel can be reimbursed if it is work-related and/or cost-efficient. Business-class flights are permitted if the flight time exceeds 6 hours. Business-class fares may vary widely. In order to take advantage of so-called federal rates (discounts for federal ministries and institutional recipients of government funds negotiated by the German Federal Office of Administration with individual airlines), business-class flights must be booked through our travel agency Westtours, Adenauerallee 76, 53113 Bonn, telephone: 0228-9153130, fax: 0228-9153139.

<mailto:business@westtours.de>

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Bookings will be invoiced directly to the DFG; travellers are therefore not required to advance the costs.

Car travel

A standard rate of 20 euro cents per kilometre, up to a maximum of €150 per complete trip, may be reimbursed, provided no free means of transport are available. This allowance is intended to cover all costs associated with car travel; reimbursement for accompanying passengers and for additional baggage cannot be granted.

The DFG is not liable for material damages in the event of damage. We recommend obtaining relevant insurance.

Per diem allowance

The per diem allowance is calculated in accordance with the provisions of the German Income Tax Act (*Einkommensteuergesetz*). The allowance for external, one-day business events is €14 for periods between 8 and 24 hours; for business extending over multiple days, €14 is allotted for each actual day of travel to and from the business location and €28 for complete business days (24-hour absences). The per diem allowance will be reduced to account for meals furnished at no cost, or if meals are provided as part of the reimbursable travel, lodging or incidental expenses. A total of

- breakfast 20 percent (€ 5.60)
- lunch 40 percent (€ 11.20)
- dinner 40 percent (€ 11.20)

will be deducted from the allowance per calendar day accordingly.

Lodging

A lodging allowance can only be paid if overnight accommodation is essential. A standard rate of €20 will be reimbursed if no receipts are provided.

For hotel accommodation the following applies:

Reimbursements will be made in accordance with the rates applicable in the hotel directory (TMS list) issued by the Federal Office of Administration. These rates vary by city. The current amount for larger cities is roughly €80-€89 per night including breakfast. You will be informed of the reimbursable amount in your invitation letter. Should the rate be under €70 (including breakfast), or stipulated in your invitation letter, no justification is required. (Please note, however, that receipts must be submitted.) Accommodation fees that exceed this amount must be approved in advance by the DFG.

Minor expenses

Receipts for minor expenses, such as public transit tickets or similar, up to a total of €10 per day need not be submitted. However, this does not include receipts for taxi rides, which must be submitted individually in all cases. For any day on which total expenses exceed the limit of €10, all receipts must be submitted.