

Travel Expense Claims in Connection with the Excellence Strategy

These guidelines apply solely to reviewers and committee members in connection with business travel related to the Excellence Strategy.

Travel expenses are reimbursed by the *Deutsche Forschungsgemeinschaft (DFG)* or the *Wissenschaftsrat (WR)* in accordance with the German Federal Travel Expenses Act (*Bundesreisekostengesetz, BRKG*) or in accordance with the State Travel Expenses Act of the State of North Rhine-Westphalia (*Landesreisekostengesetz, LRKG*).

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 if the travelling time exceeds 3 hours.

Expenses for air travel can be reimbursed if the trip is work related and/or cost efficient. Business-class flights are permitted if the flight time exceeds 6 hours. 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), **all flights must be booked through our travel agency Westtours**, Adenauerallee 76, 53113 Bonn, telephone: +49 (0) 228 9153130, fax: +49 (0) 228 9153139.

business@westtours.de

All bookings by Westtours will be invoiced directly to the DFG or the WR; travellers who use this service are therefore not required to advance the costs.

Car travel

A standard rate of 20 euro cents per kilometre, up to a maximum of €100 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 or the WR are 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 lies between €6 and €12 per day and €24 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.

Special allowance

Panel reviewers and members of the Committee of Experts for the Excellence Strategy will receive an additional allowance of €450 per session day.

Minor expenses

All receipts for minor expenses, such as public transit tickets, taxi or similar must be submitted. Only original receipts are accepted when requesting reimbursement.