Travel & Reimbursement Guidelines - Participant Information Sheet

This document provides a brief overview of the key rules and requirements for travel expenses and reimbursement under the Bavarian Travel Expenses Act (BayRKG), which serves as the legal basis for reimbursement by the university.

1. Travel Expenses

Reimbursed costs:

- **Train:** 2nd class only
- **Flights:** Economy class only (within the EU)
- **Private car:** €0.25 per km
- **Taxi:** Only with a valid and justified reason
- **General rule:** Always choose the most economical reasonable option
- **Higher-class bookings:** Only reimbursed with prior approval and a clear, justified reason
- **Accommodation:**
  Hotel costs are reimbursed up to a maximum of €90 per night without breakfast.

  Accommodation shared with a non-reimbursable person:
  If you share a hotel room with a non-reimbursable person (e.g. your spouse), only the applicable single-room rate can be reimbursed. **A hotel confirmation showing the single-room rate for the respective night must be obtained during the stay and submitted with the reimbursement claim. This cannot be requested retrospectively.** If the single-room rate cannot be demonstrated, the accommodation cost will be divided equally between the persons staying in the room.

- **Other Expenses:**
  Additional costs (e.g., local transport) may be reimbursed if they are necessary and reasonable (Reason must be included).

2. Reimbursement Process

To receive reimbursement, participants must complete the reimbursement form asap after the event and send it to the host of the event:

➔ Requirements for the Reimbursement Form:

- **Full home address must be provided** (required for payment processing).
- **Please make sure to include – if applicable - your German tax ID number. If this is not available, please fill out the "Declaration of tax".**
- **Date of Birth**
- **All expenses must be itemized clearly.**

- **Receipts must be attached** for every claimed expense (original receipts and when not available, prints, scans or digital copies are sufficient).
- In the case of multiple transfers, a brief description of the journey must be provided.
- If the departure/arrival location differs from the home address, a brief explanation for the different departure/arrival locations must be provided.
- **Bank details must be correct and complete.**
- The form must be **filled out completely and legibly**.
- The form must be **signed in the original**.

Incomplete or incorrect submissions may result in delays or inability to process reimbursement.

3. Additional Notes

- Submit your completed and signed reimbursement form with all supporting documents and additional information from your side **as soon as possible** after your trip to the host of the event.
- Only expenses that comply with these guidelines can be reimbursed.
- If you are unsure about any expenses, please ask in advance.

Thank you for your cooperation!