

Travel & Reimbursement Guidelines - Participant Information Sheet

This document provides a brief overview of the key rules and requirements for travel expenses and reimbursement.

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.
- **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!