

General Information on the German Travel Expenses Act



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

First-class train fare can only be reimbursed if the actual travel time exceeds two hours. This does not include commuting time between home, office or place of business and the railway station by local transport such as bus, tram, etc. For train travel not exceeding two hours, only the second-class fare can be reimbursed.

Expenses for air travel can be reimbursed if it is work-related and/or cost-efficient (Business Class is only permitted for flights longer than 6 hours).

Car travel

A standard rate of 20 euro cents per kilometre, up to a maximum of €130 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 is €6 for periods exceeding eight hours, €12 for periods exceeding fourteen hours and €24 for twenty-four hours. 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 (€ 4.80)
- lunch 40 percent (€ 9.60)
- dinner 40 percent (€ 9.60)

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 federal hotel directory. These rates vary by city. You will be informed of the reimbursable amount in your invitation letter. Should the rate be under €64.80 (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.

Combining business and personal travel

The DFG does not reimburse expenses that are not required in conjunction with official business. If business travel is combined with personal travel, reimbursement will be calculated on the basis of your business itinerary (i.e. at general rates that would have applied had you travelled according to your business schedule). If the personal portion of the trip exceeds five working days, only the extra costs incurred in conjunction with the business purpose will be reimbursed.

If business travel occurs during your vacation, or is on the way to or from your vacation destination, only the additional expenses incurred for the business portion will be reimbursed.