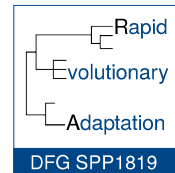


# General regulations for travel expense reimbursement by SPP1819



As the funding of SPP1819 is administrated by the University of Hohenheim, the regulations for travel expense reimbursement of the University and the DFG are applied concerning travels to conferences and workshops.

These general regulations are based on the Travel Expenses Acts. Details of the regulations can be found in the corresponding legal texts (Landesreisekostengesetz Baden-Württemberg, Bundesreisekostengesetz). According to the University and DFG regulations, SPP1819 reimburses travel costs agreeing with the following points:

## Deadline for reimbursement

Claims for travel expense reimbursement can only be made within 6 months after travel.

## Costs related to transportation

Travel costs related to transportation are reimbursed by the SPP, if stated in the invitation letter or program. According to the general principle of economy, only the necessary travel costs can be reimbursed. Reservations should be in 2nd class or economy class. Costs for flights may only be reimbursed, if the use of the plane leads to considerable time saving or the start/end/overall time of travelling by train is unacceptable. Flight costs should be equal or less than the costs of the train ticket. Travels by car are reimbursed with a standard rate of €0.16 per km, up to a maximum of €130 for the complete trip. The SPP is not liable for material damages and recommends a travel insurance. Public transportation tickets for arrival/departure and for trips at the travel destination can be reimbursed. Taxi rides are rarely paid and need a valid justification due to late/early arrival/departure (between 10 pm and 7 am) or missing public transport connections.

## Daily allowance

The SPP does not pay daily allowance, but in most cases meals are provided at the conference or workshop. Claims for additional daily allowance may be addressed to the own university or institute.

## Accommodation

Accommodation costs can only be reimbursed if overnight stay is essential. A standard rate of €20 per night will be reimbursed if no receipts are provided. Costs less than €64.80 per night or booking rooms blocked by the organizers do not need further justification. Hotel costs up to €80-89 per night including breakfast can be reimbursed for destinations with high room prices. Accommodation in case of early arrival or late departure is usually only paid if the start of the trip would be before 3 am or the return would be after 3 am.

## Combining with private travel

Only business related travel costs are reimbursed.

All travel expense reports are checked by the department for travel expenses at the University of Hohenheim. Claims require the attachment of the original documents (invitation letters, invoices, receipts and tickets).

Stuttgart, 19 September 2018