



INFORMATION ON THE FEDERAL TRAVEL EXPENSES ACT



Please read this information carefully.

Further information is also available on our websites.

If you still have questions, feel free to contact us.

Each trip (going there and back) must be reported using a travel expense form ([see the example](#)) or an invoice.
You must send a copy of your travel cost report with your proof of use.

What costs can be reimbursed?

Train travel

You can get money back for second-class train tickets. Seat reservations can also be refunded.
Please keep the tickets and send copies with your proof of use.

Air travel

Flights can only be refunded if they are really necessary and cheaper than other travel options.
Keep the flight receipts and send copies with your proof of use.

Travel by private car (only the small mileage allowance can be reimbursed)

You can get €0.20 per kilometre, but not more than €150 per trip (round trip = one trip).

Please provide this information:

- Who drove (name)
- When (date)
- Reason for the trip (e.g. workshop)
- Route (home address – work location)
- Total kilometers driven

Carrying passengers or luggage does not increase the mileage allowance.

Fuel receipts cannot be reimbursed.

Parking fees can be reimbursed up to €5 per day.

Travel by rental car

You may also use a rental car. Rental fees and all fuel receipts can be reimbursed.
You must explain why the rental was needed (e.g. no bus/train, lots of materials, several people).
Send the invoice and explanation with your proof of use.

Travel with an organization-owned vehicle (e.g. vehicle belongs to the association)

You must keep a logbook. Reimbursement is based on the same mileage allowance as for a private car.

Copies of the logbook must be submitted with the proof of use.



Taxi rides

Taxi rides are only reimbursable if there is a valid reason! You must obtain a taxi receipt and attach a note explaining the reason.

Justifications **may include**: heavy luggage (at least 25 kg), health reasons or arrival/departure during the night.

The receipt and note must be submitted with the proof of use.

Per diem (daily allowance)

Please read the attached „Hospitality Requirements“ sheet.

A per diem may be paid as a substitute for meal costs.

The per diem is:

- a) €14 each for the arrival and departure day for a trip with overnight stay
- b) €28 for each full calendar day the person is away from home for 24 hours

If meals are provided free of charge, the following amounts must be deducted from the per diem

(which may result in no per diem being payable):

Breakfast (e.g. at hotel): €5.60

Lunch: €11.20

Dinner: €11.20

Overnight accommodation

For free private accommodation, €20 per night can be reimbursed (maximum 14 nights).

You must note the following on a separate sheet:

- Who stayed overnight (name)
- Reason for the overnight stay (e.g. long journey, multi-day event)
- Number of nights

For hotel stays (guesthouse, vacation apartment, etc.), costs up to €70 (excluding breakfast) do not require comparison offers.

For higher costs, three written comparison offers must be obtained (e.g. screenshots from booking websites).

Proof that no cheaper hotel was available must be submitted with the proof of use.