



CATERING | MEALS | PER DIEMS

WHAT MUST BE CONSIDERED | WHAT IS ELIGIBLE FOR FUNDING?



Please read this information carefully.
More information is available on our website. If you still have questions, feel free to contact us.

Meal costs (food and beverages) for people receiving a salary or fee from the project (e.g., employees, instructors, freelancers, speakers) are generally not eligible for funding.

Catering for participants is allowed. In these cases, the team may also be provided with meals, but only if the number of participants exceeds the number of team members.

You must create a list including the following details: Location, date, reason for the catering (e.g., workshop), duration of the event or meeting and names of participants.

Instead of catering, a per diem can be paid:



Per diem rates are:

- a)** €14 for each calendar day the person is away from home **for more than 8 hours** (no overnight stay)
- b)** €14 for the arrival and departure days of a trip with an overnight stay
- c)** €28 for each calendar day the person is away from home for 24 hours

If a free meal is provided (e.g., hotel breakfast), the per diem must be reduced as follows
(this may result in no per diem being paid at all):

The following amounts must be deducted from the per diem if the person receives free meals:

Breakfast: €5.60

Lunch: €11.20

Dinner: €11.20

• Per Diem Abroad:

For international travel, the flat rates from the Foreign Travel Expense Ordinance apply.

Available at: <http://www.bundesregierung.de>.

Hospitality - Rules on Funding Eligibility

	Drinks (water, coffee, tea)	Food / Catering
Internal meeting	no	no
Meeting with mostly externals < 6h	yes	no
Meeting with mostly externals > 6h	yes	yes
Workshops/rehearsals etc. with mostly participants < 3h	yes	no
Workshops/rehearsals etc. with mostly participants > 3h	yes	yes
Visitor groups	no	no