

Information sheet on the reimbursement of travel expenses for guests of Bielefeld University

Bielefeld University is obliged to ensure that the funds made available to it are used economically and sparingly. As a matter of principle, it is expected that a reasonably priced travel option is chosen. This includes taking advantage of cost reductions by booking early and using economy fares. If possible, public transport should be used. Travelling expenses will only be reimbursed on presentation of receipts (tickets, taxi receipts, etc.).

Submit the travel expense invoice promptly after the end of the trip, **at the latest within 6 months**.

Amounts must be stated in euros; amounts in foreign currencies must be converted using the OANDA currency converter provided on the form and dated on the **last day of travel**.

Rail

The standard price is the price for a 2nd class train journey at the normal fare including any surcharge for seat reservation.

Public Transport

Necessary journeys by public transport at the place of business will be reimbursed.

Car / taxi

The flat rate per kilometre for car costs is € 0.35.

Only the following are recognised as reasons for using a car/taxi

- Appointment reasons (business necessity)
- No public transport available
- Car only: very heavy or bulky luggage
- Taxi only: journey between 22:00 and 6:00.

Flight costs

When travelling by air, it is expected that low-cost fares will be booked (early bookings, economy fares). Economy class flights are considered standard. Any deviations from the standard rule must be displayed to and approved by Bielefeld University before the trip is booked.

In accordance with the University's commitment to climate-friendly travel, domestic flights cannot be reimbursed.

Overnight stays

When booking a hotel, it is expected that the most economical accommodation option will be chosen. For an overnight stay, an amount of € 80.00 and € 12.00 for breakfast can be reimbursed without justification.

Additional costs must be justified accordingly, e.g.

- No cheaper hotel available
- best location in terms of transport connections.

Other costs

Necessary other costs may include, for example, conference fees, visas, parking fees, etc. The following expenses cannot be covered: travel cancellation insurance, minibar, tips, catering expenses.