

GGNB Travel Grants: Reimbursement Procedure for Employees of DPZ

- Please make sure that the trip is approved by your employer/department beforehand.
- The costs (maximum amount as granted by GGNB) will be reimbursed **after** the trip.
- Remember that you are obliged to travel as economical as possible (2nd class train tickets and economy class flights) and that you check for possible discounts if you travel with Deutsche Bahn (*Großkundenrabatt, Sparpreis etc.*)

Your travel reimbursement will be processed by the travel office of the DPZ. You will receive the refund from them and we will later reimburse the amount granted by GGNB directly to the DPZ.

→ Please inform your department's secretary and the DPZ travel office that you have been awarded a GGNB travel grant so that they can later set up an invoice and reclaim the expenses from GGNB.

Please take into account the following:

- **We cannot reimburse to the DPZ any expenses which are not properly documented.**
- Since GGNB only reimburses actual costs, we do **not** pay daily allowances (*Tagegeld*).
- We cannot pay for meals and beverages (only exception: breakfast included in hotel rate).
- We cannot pay for insurance (travel cancellation expenses insurance, international health insurance, luggage insurance, etc.).
- Please be aware of the **maximum rate for hotel reimbursement** that differs from country to country and city to city. In Germany, the maximum amount is 100 EUR/night. Please check the limits for foreign countries before booking a hotel!
- If you share costs with a colleague (e.g. for a hotel room) make sure to have proof of payment also between the two persons (i.e. if they reimbursed you or you reimbursed them you have to provide a bank statement showing the payment).

- **Taxi costs** are usually **NOT REFUNDABLE**. Only very in exceptional circumstances may taxi fares be reimbursed. For this, you need to **hand in a plausible written explanation!** Such circumstances include:
 - no public transport available
 - heavy luggage or equipment (needed for business purposes)
 - extremely bad weather
- **Private holidays:** It is allowed to combine the business trip with up to five working days (+ weekends and public holidays) of private holidays. However, please hand in a written explanation whenever you prolong your stay for personal reasons. (Of course, hotel costs and other expenses will only be reimbursed for the time of the business trip.)
 - If your private stay is longer than this, the travel costs cannot be reimbursed (not even partially).
 - Please note that if you combine your business travel with private holidays and therefore a later (or earlier) flight is required, you need to hand in an alternative offer for the flights on the actual dates of the conference with your reimbursement documents. When you book your flights online please print out an alternative offer or if you book via a travel agency, please tell them to issue an alternative offer for you.
- In case your train or flight is delayed and you therefore need to book another train or flight ticket, make sure to include proof of the delay in your reimbursement documents. For trains, please have the delay confirmed in writing at the station. For flights, you can check the status afterwards on <https://www.flightstats.com/v2/> and include a print-out.

Make sure to include the following documents for reimbursement in your reimbursement procedure with the DPZ (as we will receive copies)

- Train / bus / subway tickets
- boarding passes
- hotel invoice
- other invoices (e.g. for flight, shuttle, ...)
- certificate of attendance
- schedule of conference/course
- confirmation of payment of registration fee
- credit card or bank statements for any expensed you paid with credit/debit card or via bank transfer
- if you shared a room or other expenses with a colleague: signed written confirmation in case of payment in cash (amount, from which person to which person) or bank statement