

### **General conditions for the reimbursement of travel expenses to external guests of the UFZ**

As a publicly funded institution, the UFZ reimburses travel expenses to invited guests in accordance with the Federal Travel Expenses Act (BRKG), its administrative regulations (BRKGVwV) and the International Travel Expenses Ordinance (ARV)

#### **The travel expenses are reimbursed as follows:**

- **Rail travel:** the costs for rail travel in 2nd class will be reimbursed. An existing Bahncard and saver fare tickets are to be used.
- **Bus/tram:** necessary trips by public transport are reimbursable.
- **Flights:** if a plane was used for business or economic reasons, the costs of the lowest flight class will be reimbursed. Boarding passes are part of the invoice; please attach them to your travel documents (ticket stub, screenshot or download of the mobile phone ticket).
- **Private car:** t mileage allowance will be granted. It amounts to 20 cents per kilometer covered, but not more than 150 €
- **Taxi / rental car:** taxis and rental cars are not considered to be regular means of transport in the sense of the Federal Travel Expenses Act. Therefore, their use must be justified - reimbursement will only be made if there is a valid reason. Reasonable reasons are in individual cases urgent business reasons (time pressure), compelling personal reasons (e.g. state of health), regular means of transport not operating or not on time or business trips take place between 10 p.m. and 6 a.m. Weather conditions and lack of local knowledge are not sufficient reasons. Only the costs of the lower middle class (e.g. golf class) can be reimbursed for justified rental car use.
- **Accommodation:** necessary overnight costs up to a maximum of 75,60 € (breakfast included) /night can be reimbursed based on the original receipts. If no receipts are available, an overnight flat rate of 20 € /night can be granted.
- **Private stay / other official business not related to the official business of the UFZ:** on the occasion of the UFZ business appointment may be combined with a private stay and / or further official business of up to five working days. In this case, we can only cover the travel expenses incurred in connection with the official business at the UFZ. Please document the price comparison for the travel expenses that would have been incurred if you had booked your travel for the UFZ business appointment only. Differences to the total price of the combined trip will not be reimbursed by the UFZ.
- For a private stay of more than 5 working days, please contact us.

#### **Invoices for travel expenses:**

The UFZ is authorized to deduct input tax. All invoices related to your trip (e.g. hotel; conference invoices) must be issued to

Helmholtz Centre for Environmental Research GmbH – UFZ  
Permoserstraße 15  
04318 Leipzig

If the invoice was issued to your private or business address, we can only reimburse the net amounts shown.

If you have any questions, please do not hesitate to contact the staff of the UFZ travel management:

✉ [verwaltung-rk@ufz.de](mailto:verwaltung-rk@ufz.de)

☎ (0049) 0341 235 1055

Note: For technical reasons, it is possible to upload just one PFD in the settlement.

We wish you a good and successful trip!

Your UFZ Travel Management Team