

GGNB Travel Grants: Information on the Reimbursement Procedure

For employees of Göttingen University Medical Center (UMG) or scholarship holders

- 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.
- Advance payments from GGNB funds are **NOT** possible.
- Remember that you are obliged to travel as economical as possible. First-class and business class tickets (railway and flight tickets) cannot be fully reimbursed. The difference to the price of an economy class ticket will be deducted.
- If you travel with **Deutsche Bahn**, make sure to check for possible **discounts** (*Großkundenrabatt, Sparpreis etc.*)
- Only in well-founded cases you may travel by car. You will receive mileage allowance of 25 cent per kilometer. In exceptional cases you may receive 38 cents per kilometer with no upper limit. Such cases are:
 - arranging a car pool with your colleagues to travel to the same location for the same business purpose (In this case, you have to document that the members of the car pool have attended the same event. Please note that only one passenger can receive mileage allowance.)
 - travelling with heavy luggage or equipment (needed for business purposes)
 - avoiding additional costs, e.g. hotel costs

IMPORTANT:

- Hand in your claims by **mid-December** for the current year **at the latest**, but no more than **six months** after the first day of the trip!
- Please complete only **the first page** of the form *Reisekosten / Travel Expenses* (see attachment) and don't forget to sign it. The second page will be filled out by the GGNB office. We still need original signatures on the form, even official electronic signatures are not accepted by our reimbursement office.
- Hand in all **ORIGINAL** travel documents (see below) to the GGNB Office after the trip (e-tickets and e-invoices can be handed in via email)
- 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. Make sure to 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 written confirmation or bank statement showing the payment).
- All items you wish to be reimbursed for have to have an unambiguous, clear title or added description (e.g. make clear that “attendee interactive” on your bank statement is the abstract fee, etc.)
- **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
 - destination cannot be reached by public transport before midnight
- **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.
 - hotel costs and other expenses will only be reimbursed for the duration of the business trip. Transportation to and from the vacation spot will not be reimbursed. In case you book an “open jaw” flight, you will only be reimbursed the average price of a round trip ticket to and from the business location.
 - 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.

Please understand that the GGNB Office tries to process the reimbursement as fast as possible (it usually takes less than a week). However, the reimbursement of travel costs is a complicated administrative procedure and there are two more officials who have to check your forms and documents before the payment is finally made. It might take up to eight weeks until you receive the money. Please refrain from inquiries about the status of your payment. However, do not hesitate to contact us if you have any questions about the reimbursement procedure.

You can help us to accelerate the process by sticking to these guidelines!

DOCUMENTS FOR REIMBURSEMENT

- Form *Reisekosten / Travel Expenses* – only first page, with signature!
- 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