Leaflet on travel expenses reimbursement for persons appointed by the DAAD

Senior Desk Officers, Senior Experts, cooperation partners, supervisors, the heads and local employees of information centres

Dear travellers,

The DAAD has agreed to reimburse your travel expenses for a specific occasion.

This information sheet also contains the form you need to apply for reimbursement. Please complete and sign the form and return it by post to the DAAD within six months of the end of your trip (cut-off date), enclosing all original receipts (invoices, tickets, etc.). Reimbursement will not be granted without the submission of receipts.

Travel expense reimbursement

Travel expenses are calculated in accordance with the Federal Travel Expenses Act (BRKG) and, for trips abroad, in conjunction with the Foreign Travel Expenses Regulation (ARV). The following summary outlines the most important points arising from these regulations but is not exhaustive. In case of doubt, the text of the law applies.

If you have any questions regarding the preparation or settlement of your trip, please contact reisekostenstelle@daad.de by email.

1. Travel costs

1.1 Public transport

The DAAD will reimburse you for the proven costs of the train journey for the shortest route, plus any surcharges and additional charges for trains (e.g. ICE) and seat reservations. Please note that you must take advantage of any opportunities to obtain fare reductions (e.g. saver fares, BahnCard).

The purchase cost of a BahnCard can only be reimbursed if the savings made by using the BahnCard are higher than the purchase price.

The cost of travel by long-distance bus (e.g. FlixBus) can also be reimbursed.

The costs of travel to and from the train station or airport when travelling to and from your place of residence and place of business by public transport can also be reimbursed. To do so, please enclose the tickets (not customer receipts) with your invoice.

1.1 .1 Deutschlandticket

The Deutschlandticket is only valid for local transport. In view of the associated travel time extensions, the Deutschlandticket can be used for travel to DAAD events, but for longer journeys, the costs for long-distance tickets will continue to be reimbursed.

Reimbursement of the monthly costs for the Deutschlandticket is only possible if it has been fully amortised. To this end, a list (e.g. comparisons from the DB calculator) must be submitted with the application for travel expense reimbursement, showing which journeys were made with the Deutschlandticket and what the costs would have been at the standard fare. The ticket prices quoted must be verified in an appropriate manner, e.g. by means of a printout from the information system of the local transport associations. Without this comparison, reimbursement will be refused. If the Deutschlandticket is reimbursed or subsidised by a third party (e.g. the employer), reimbursement is excluded or the subsidy is reduced.

1.2 Use of taxis

Permission to use a taxi is granted only if there are valid reasons that justify the use of this means of transport. Recognised reasons include urgent business requirements, which must be demonstrated in each individual case, and compelling personal circumstances, such as health restrictions (these must be documented with a medical certificate). In addition, approval is justified if regular public transport is either unavailable or cannot be used within a reasonable time frame.

If not evident from the invoice, please inform us of the route travelled. If there is no valid reason for using a taxi, the ‘short distance’ will be reimbursed for the distance travelled (see point 1.4).

1.3 Air travel

For reasons of sustainability, rail travel is generally preferable to air travel. This applies in particular within Germany and when travelling to neighbouring countries. Airfare will be reimbursed if this is necessary for time reasons (e.g. appointments, travel time savings when caring for relatives and children) or economic reasons. This requires a written justification in the application for travel expense reimbursement, and the cost-effectiveness must be proven in a suitable manner (price comparison at the time of booking).
As a rule, the lowest class of travel (economy) should be booked. For trips abroad organised by the DAAD, the costs of Premium Economy (or comparable) will be reimbursed for flights to destinations outside Europe with a flight time of more than 4 hours.
The costs of seat reservations on aeroplanes cannot be covered under the BRKG, as every passenger is provided with a seat.

If the flight was not booked by the DAAD, an invoice (showing the flight price) and the boarding passes must be submitted.
If you extend your trip for personal reasons, please refer to point 5.

1.4 Car

When using your own car, a mileage allowance of €0.20 per kilometre driven is granted, with a maximum amount of €130.00 for the entire journey. An increased mileage allowance of €0.30 is only possible if there are special reasons (e.g. inability to travel by public transport). In both cases, the shortest route must be taken. Parking fees of up to €15.00 per day can be reimbursed. The DAAD does not accept liability for damage to property in the event of an accident.

Toll charges can be reimbursed upon presentation of proof.

The costs of using a lower mid-range rental car (rental and petrol) can be reimbursed if there are valid reasons for doing so. Preferably, an electric vehicle should be rented. Prior approval from the travel expenses office must be obtained for the rental of a car; without prior approval, only mileage allowance (€0.20/km, max. €150.00) can be granted.

1.5 Different route (applies to all modes of transport)

If the journey begins or ends at a location other than the place of residence, a comparison must be provided showing what a direct return ticket would have cost at the time of booking.

The relevant receipts and comparisons must be enclosed with the claim. The cheapest option will be reimbursed.

Comparisons cannot be determined retroactively.

2. Overnight accommodation

Hotel bookings for appointments lasting several days are usually arranged by the DAAD. In such cases, the hotel bill is settled directly by the DAAD.

If you make the hotel booking yourself, the maximum amount for reimbursement of accommodation costs in Germany is €70.00 per night; abroad, country-specific rates apply in accordance with the ARV. If the accommodation costs shown on the hotel bill are higher, they will be reimbursed if they are recognised as necessary. Necessity may arise in particular if no cheaper hotels are available. In this case, appropriate proof must be provided, e.g. a printout of the results list from an online hotel search engine. In such cases, we recommend that you contact the travel expense department in advance to avoid any discrepancies.

Booking confirmations are not sufficient for billing and reimbursement.

If you use private accommodation, you will be reimbursed a flat rate of €20.00 per night.

3. Visa

Required visa fees may be reimbursed with receipt.

4. Insurances

Travel cancellation insurance for the planned trip and health insurance cannot be reimbursed.

5. Extension for private stays

You may combine your trip for the DAAD with a private stay. Please note that the private stay may not exceed five working days. If the private stay is longer, the costs for the outward and return journey will be considered private and cannot be reimbursed. In this case, only the costs incurred locally that are directly related to the event can be reimbursed.

If you plan to have a private stay before or after the event, you must enclose a comparison with your statement of expenses showing what the arrival or departure immediately before or after the event would have cost.

Costs incurred during the private stay cannot be reimbursed by the DAAD. If you have any questions, please contact the travel expenses office in advance of your trip.

Comparisons cannot be determined retroactively.

Finally, a note on the further procedure:

We endeavour to reimburse travel expenses as quickly as possible. Reimbursement requests are processed in the order in which they are received. Depending on the number of claims received, this may still take several weeks. Once the statement has been finalised, you will receive an email with the statement result, and the refund will usually be transferred a few days later.

Due to the large number of applications we receive, we kindly ask you to refrain from enquiring about the status of your application.