

Funding for exhibitions abroad invoicing modalities

The invoicing within our funding program "Exhibition Funding Abroad" takes place in accordance with the guidelines of the federal travel expenses law (BRKG)

For invoicing, please use the ifa project settlement template, which can be found as download on our website [Exhibition Funding for contemporary visual artists – ifa](#)

1. Invoicing to the ifa must always be in euros: Receipts in other currencies must be converted in euro – the current exchange rate of the invoice date must be used and proven.

2. Receipts in a foreign language (except English) must be translated (keywords) either in German or English.

- Only original receipts are eligible for reimbursement, **copies or scans of receipts are not accepted.**
- For invoices on thermal paper, the original receipt and a copy of the receipt are required.
- Staple the numbered original receipts on A4 sheets with clear assignment, date and detailed explanation of the receipt.

3. Reimbursable expenses will be paid to the applicant person or institution after the original receipts and the completed ifa project accounting template have been sent to us. If payment is to be made to another person, we require written authorization from the applicant.

- Only expenses with invoice dates after the funding decision are eligible.
- Only approved expenses listed in the ifa agreement are eligible.
- Production costs, salaries, fees, are generally not reimbursable.
- Changes in the budget that affect ifa funding areas must be agreed with ifa before the start of the project, otherwise they cannot be considered.

4. Significant changes to the concept before the start of the project (e.g., changes to the list of artists, the exhibition venue, the duration) must be notified to ifa in writing without delay.

5. Reimbursement of travel expenses

Please note that travel cancellation insurance, health insurance or vaccinations are not reimbursable.

- Expenses incurred for the use of public transportation to and from the airport or train station can be billed to us as travel expenses.
- Other travel incurred during the stay at the exhibition site by public transportation, cab or other means of transportation is not reimbursable.
- Expenses for cab rides are not accountable

6. Rail travel:

- Rail travel expenses will be reimbursed up to the lowest class of transportation.
Reimbursement: original booking confirmation and ticket must be submitted.

7. Airplane:

For airplane use, the cost of the lowest class of travel (economy class without upgrade, etc.) will be reimbursed. If there are any questions about this, please consult us before booking.

Reimbursement: Booking confirmation / invoice, ticket and boarding passes must be submitted in original.

8. Kilometer allowance:

If a private car is used for the outward and return journey to the exhibition venue, a kilometer allowance of 0.20 Euro/kilometer is reimbursable. Per trip up to max. 130,00 Euro (650 kilometers).

This kilometer allowance covers all costs for the use of the motor vehicle.

9. Transportation:

If a **private car** was used to transport the artwork, the total kilometers are settled with the kilometer allowance without kilometer allowance limit.

If a **rental car** was used to transport the artwork, the actual costs will be reimbursed: invoice for rental car, fuel receipts, receipts for tolls and ferry fees in the original.

10. Per diem allowance for meals:

If a free meal is provided or if the cost of the meal is already included in the reimbursable travel or lodging expenses, the following will be deducted from the per diem allowance:

- Breakfast: 20 percent
- Lunch: 40 percent
- Dinner: 40 percent

Daily allowance abroad: see PDF on website on daily allowances abroad:

[Exhibition Funding for contemporary visual artists – ifa](#)

An incomplete statement (without conversion into Euro, without total and individual statements, without numbered and stapled receipts, ...) will not be considered.

If you have any questions regarding project accounting, please contact:

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