

Travel expenses Rave Scholarship

Information sheet on the settlement of travel expenses

Last update: March 2026

Expenses pertaining to the Alexander Rave Scholarship shall be handled in accordance with the guidelines set forth in the German Federal Travel Expenses Act (BRKG)

Reimbursement of travel and transportation costs

You can either receive a subsequent reimbursement for your travel expenses or apply for an advance payment. If you prefer an advance payment, please provide a cost comparison (screenshots with dates) of three available flights in the most affordable flight class (economy) for your planned travel dates. The standard advance payment covers 80% of travel expenses. This prevents the scholarship holder from having to make a repayment to the foundation in the event of exchange rate and/or price fluctuations. After review by the Rave administration, notification of the flight to be booked will be provided.

After all travel expense receipts have been submitted (see below for more information), the difference between the 80% advance payment and the actual travel expenses incurred will be reimbursed. This can only be done once the invoice and boarding pass for the return flight have also been submitted.

Please note:

- Travel expense receipts: For any reimbursement, the original airline invoice, ticket and boarding passes must be submitted digitally or as a scan of the paper form. As an alternative to the airline invoice, proof can be provided that the ticket receipts or travel plans issued at the time of booking are valid as invoice receipts and that no additional invoices can be issued.
- Fees for excess baggage or baggage booked retrospectively cannot be refunded.

Taxi costs will not be reimbursed. Exceptions:

- Proof from the Foreign Office website that public transport is too dangerous
- Proof that no public transport is available

For a possible refund, please keep the taxi receipt with the time, date, name of the passenger, amount (tips are not refundable) and reason for the taxi ride.

When travelling with your own car: EUR 0.20 per kilometre shall be reimbursed. The refund is limited to a maximum of €130 per single journey.

Reimbursement: proof of distance travelled (start and end address) needs to be provided via Google Maps screenshot or similar

When travelling by train: Expenses for train travel within Germany and abroad shall only be reimbursed in an amount equivalent to the most affordable travel class (2nd class).

Reimbursement: the original confirmation of reservation and ticket must be submitted

Public transport: a monthly ticket within the place of residence shall be reimbursed.

Reimbursement: the invoice from the transport service provider and proof of payment (e.g. bank statement or credit card statement) must be submitted