

## 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)

### Important advices:

1. The accounting towards the ifa always has to be in EURO: Receipts in other currencies must be converted in EURO – the current exchange rate of the day of payment must be taken into account and be proven.
2. Receipts in a foreign language (except English and French) must be translated (keywords) either in German or English.
3. **Please only hand in original invoices or receipts. The ifa does not accept any copies of invoices or receipts.** Please staple the numbered original receipts on a sheet of paper in letter format and take care that it has an explicit correlation, if necessary with date and further explanation of the receipts. Please enclose a list of all original invoices and sums you have handed in. Should you hand in travelling costs, please always enclose your boarding passes when you have travelled by plane. For invoices on thermal paper we need the original receipt and a copy of the receipt.
4. Reimbursement of the subsidy shall be made on presentation of the original invoice. We refund the expenses after sending the originals and giving the bank details to the applicant. If the applicant is not the account holder, we require a written confirmation from the applicant that the payment can be made to another person.
5. Invoices already commenced before the date of approval cannot be considered.

Changes in the financial plan must always be agreed before the start of the project. Changes which arise after the beginning of the exhibition and which affect our promotion can no longer be considered

6. Should any changes occur concerning e.g. the accounting, the concept, the project period, the list of artists, exhibiting institution etc. before the beginning of the project, please let us know immediately. If the project already has been started, the changes cannot be considered.
7. Only the expenses which are included in the financial plan of the application may be reimbursed. For example, no production costs or fee for artists may be reimbursed.
8. **Reimbursement of travel and travel expenses**

Please note that we do not reimburse health or cancellation insurance or vaccinations.

Expenses incurred for the use of public transport for return trips to the airport or train station can be settled as travel expenses with us.

Expenditures for taxi fares to and from the airport or train station can only be considered in founded exceptional cases. Please provide your written statement in such a case.

Exceptions: Taxi before 6.00 am and after 10 pm in the evening or in the foreign country's proof of the website of the Federal Foreign Office that public transport is too dangerous or proof that no public transport is available. Reimbursement: Taxi invoice with time, date, name of the passenger, amount and justification for the need.

**Any further trips incurred during the stay at the exhibition venue are not refundable.**

**Train ride:**

Rail travel costs are only reimbursed up to the amount of the lowest transport class.

Refund: Booking confirmation and ticket must be submitted in original form.

**Plane:**

In the case of aircraft use, the costs of the lowest class (economy class without upgrades, etc.) are reimbursed. If you have any questions, please contact us before booking.

Refund: Confirmation of booking / invoice and ticket must be submitted in original form.

**Kilometre allowance:**

If the private or rented car is used, 0.20 Euro/kilometer is refundable. Per trip can be paid up to max. EU 130.00.

If art work is transported by private or rented car, the maximum of EUR 130.00 does not apply; The actual expenditure/kilometre can be settled. With this distance compensation all costs of the motor vehicle use are compensated. (Compensation for damages and additional baggage are not allowed).

**Daily allowance:**

If a meal is provided free of charge or the costs for the catering are already included in the reimbursable expenses, the daily allowance for

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

shall be deducted. Daily allowance: see PDF on website for foreign days -and overnight stays:

<http://www.ifa.de/en/visual-arts/art-funding/exhibition-funding.html>

An incomplete billing (without conversion into Euro, without numbered and attached documents, ...) will be returned by us for correction.

Should you have any further questions, do not hesitate to contact us!

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