

Important Information on the German Federal Travel Expenses Act / Fact Sheet Regarding Reimbursement

Artists' Contacts

Last update: July 2022

Important Information on the German Federal Travel Expenses Act

Expenses pertaining to ifa's Artists' Contacts programme shall be handled in accordance with the guidelines set forth in the *German Federal Travel Expenses Act (BRKG)*:

Reimbursement of travel expenses

Train travel: 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.

Air travel: Expenses for air travel shall be reimbursed in an amount equivalent to the most affordable flight class (economy).

Reimbursement: The original confirmation of reservation/receipt and ticket must be submitted incl. proof of payment

Public transportation: Tickets for public transportation shall be reimbursed in an amount equivalent to the most affordable travel class (economy).

Reimbursement: The original ticket must be submitted

Taxi: Taxi costs will not be reimbursed.

Exceptions: Taxis before 6:00 a.m. and after 10:00 p.m. or abroad, proof from the website of the Federal Foreign Office that public transportation is too dangerous or proof that public transportation is not available.

Reimbursement: Taxi receipt indicating time, date, name of passenger, amount (tip will not be reimbursed!) including reason for taking a taxi

Mileage allowance: EUR 0.20 per kilometre shall be reimbursed if using a private or rental car. Maximum EUR 130.00 per business trip. This reimbursement, which is based on distance travelled, covers all costs involved in using a car. (Unfortunately we cannot reimburse you for carpooling or additional luggage).

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

Parking fees: Parking fees amounting to up to EUR 10.00 per day can be reimbursed.

Reimbursement: Original parking stub must be submitted

Daily allowance:

If free food and drink is provided or expenses for food and drink have already been included in travel, accommodation or other reimbursable costs, the daily allowance for

- breakfast: 20 per cent
- lunch: 40 per cent
- dinner: 40 per cent

shall be deducted.

Daily allowance for Germany is EUR 28.00 (if absent for at least 24 hours).

Half the daily rate is paid for arrival and departure days.

Daily allowance outside of Germany: See **PDF** regarding travel and accommodation abroad on website <https://www.ifa.de/en/funding/artists-contacts/>

Reimbursement of accommodation costs/hotel accommodation

Private accommodation: If an overnight stay is necessary, EUR 20.00 will be reimbursed for private accommodation. Accommodation expenses for nights spent travelling (e.g. taking a night train/red-eye flight) will not be reimbursed.

Hotel accommodation

Accommodation costs can be reimbursed up to the local price ceiling of the respective city in Germany. Exception: If accommodation costs are higher due to trade fairs/holidays, these may be reimbursed upon submission of the receipt and review. You shall have no legal claim to such reimbursement.

Price limit *outside of Germany*: See **PDF** regarding travel and accommodation abroad on website <https://www.ifa.de/en/funding/artists-contacts/>

Reimbursement: Hotel invoice must be submitted in original incl. proof of payment

Costs that are not reimbursable

- Entertainment costs
- Travel health insurance (exception: travellers to Germany)
- Travel cancellation insurance
- Vaccinations
- Tips

Fact Sheet Regarding Reimbursement

- Receipts for reimbursement sent to ifa must always be in euros. Receipts in other currencies need to be converted into euros based on the current exchange rate (invoice date) or be traceable via a current credit card statement.
- Receipts in languages other than German (except for English) need to be translated and their essential content must be comprehensible in German.
- **Please only submit original receipts. ifa does not accept copies of receipts.** Tack your numbered original receipts onto pieces of paper (DIN A4) and make sure they are clearly organised, i.e. with the date and a more detailed description of the receipt. **Please include a table listing all of the receipts you are submitting and the relevant costs when submitting your original receipts.** For invoices on thermal paper, we need the original receipt and a copy of the receipt.
- If you are submitting airfare for reimbursement, please include your original boarding pass (no copies).
- Expenses for traveling by taxi can only be reimbursed in proven exceptional circumstances. Please include a written explanation of why you had to travel by taxi when submitting your travel expenses. See Information on the German Federal Travel Expenses Act above.
- Receipts issued prior to written authorisation cannot be reimbursed.
- If your expenses plan changes before the project begins, you shall be under the obligation to inform us of said changes immediately.
- Please note that changes in your expense plan made after the event has begun will not be considered for reimbursement.
- Only those expenses that have been listed in the expenses plan and that fall into a category approved in the subsidy agreement can be reimbursed.
- After completing the project, please send us the completed evaluation sheet / report. The form is available for download on our website.

Changes to the expense and financing plan need to be discussed with us before the project begins.

PLEASE NOTE: We shall return any incomplete receipts (no conversion into EUR, no general and itemized list of expenses, no numbering or receipts tacked onto paper...) unprocessed for correction.

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