

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

Artists' Contacts

Last update: January 2020

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.

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 (EUR 4.80)
- lunch: 40 per cent (EUR 9.60)
- dinner: 40 per cent (EUR 9.60)

shall be deducted.

Daily allowance for Germany is EUR 24.00 (if absent for at least 24 hours).

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

Price limit in *Germany*: EUR 74.80 (including breakfast)

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/fundings/artists-contacts/>

Reimbursement: Original hotel receipt

Other expenses

Hospitality expenses: Hospitality expenses shall not be reimbursed

Travel health insurance: Costs shall not be reimbursed

Vaccinations: Shall not be reimbursed

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.
- 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 euros, no general and itemized list of expenses, no numbering or receipts tacked onto paper...) unprocessed for correction.

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