

Guidelines for external travellers

Travel expenses are reimbursed in accordance to German law of travel (BRKG –Federal Travel Expenses Act).

Please note that reimbursement of travel expenses is no longer possible after the cut-off period of six months (which begins one day after the end of the business trip).

The **Business Travel Application (EXTERNAL)** form should be provided to you in electronic or paper form when you are invited. If you do not receive it, please request it.

This form is used for invoicing. Here you declare that your details are correct, that you have incurred the stated costs and that you have not and will not receive any benefits from third party.

It must be clarified in advance which costs will be reimbursed if you combine your business trip with other business and/or private trips!

Please note the following regarding the expected travelling expenses:

Rail: When purchasing train tickets, a saver fare (“Sparpreis”) must be used for the outward journey. A flexible rail ticket can be ordered for the return journey if the end of the business trip is not clearly defined. You may only book 1st class from a journey time of at least 2 hours – without feeder services, e.g. bus, S-Bahn/U-Bahn. Fare reductions, such as a private BahnCard or subscription and monthly tickets for local public transport, must be used.

Aeroplane: If an aeroplane is used for business or economic reasons, the costs of the lowest flight class will be reimbursed.

Taxi: Reimbursable only with written justification.

Private car: If a private car is used, the small distance allowance according to BRKG is granted at €0.20/km up to a maximum of €150.

Other costs: e.g. parking fees are granted up to a maximum of €15 per day.

Accommodation costs: As per invoice and within the limits of the POG (maximum price limit) of the Federal Travel Expenses Act. For hotels that are more expensive, the necessity must always be justified! This justification will be checked by Hereon Travel Management. Please note that the hotel invoice must be issued to Hereon Company address.

Free meals: The number of breakfasts, lunches and dinners provided free of charge must be truthfully reported and will reduce any daily allowance paid in accordance with the specifications.

Original receipts: The corresponding original receipts (tickets, hotel bill, flight ticket including itinerary, boarding passes and invoice, etc.) must be attached to the statement. You confirm the accuracy of your details by signing them and that you have incurred the costs stated. You have not and will not receive any benefits from third parties.