



Pädagogische Hochschule Freiburg

Université des Sciences de l'Education · University of Education

**Pädagogische Hochschule Freiburg / University of Education
Sachgebiet Haushalt
Kunzenweg 21
79117 Freiburg**

Comments on travel expenses claims for external partners

**(e.g. external testers, external members at expert hearings,
external members at appeal commissions, scholarship holders)**

Please pay attention to

- ✓ the completeness of your details; incompleteness leads to delays in payment
- ✓ the maximum deadline for submitting the claim (six months after completion of the business trip)
- ✓ the original receipts; they are to be attached to a separate sheet – giving your name
- ✓ the addressee; claim and receipts are to be sent to the PH Freiburg / University of Education, Sachgebiet Haushalt (Budget section)

Remarks on travel expenses claims for external partners

Dear Sir, dear Madam,

We strive to reimburse the travel expenses you have incurred as quickly as possible. We are bound by the regulations of the Land travel expenses law (LRKG) and therefore ask you to comply with some formalities.

The LRKG stipulates the use of possible discount prices for all means of transport and overnight accommodation.

Travel costs can only be reimbursed, if the original tickets (rail, bus, tram, plane tickets) are enclosed. Copies or invoices without receipts cannot be accepted. We ask you to attach or stick these receipts to a sheet of paper.

Travel expenses claim: Please only fill in the highlighted boxes. Not highlighted boxes that are filled in generally require queries and therefore delay the processing time. Please don't forget the signatures.

Account details: Give us your account details for transferring the travel expenses. We need the name of the bank, the IBAN no. and the BIC (generally to be found on bank statements).

Rail expenses: always reimbursement - rail travel second class -

BahnCard (rail card): The cost of purchasing a BahnCard can be fully reimbursable (LRKG admin. regulation to § 5 No. 3). Please find out about the conditions in the Budget department.

Taxi costs: will be reimbursed exceptionally, if a good reason is enclosed with the travel expenses claim. (§ 5 section 4 LRKG, LRKG admin. regulation to § 5 No. 5).

Car kilometre allowance: A car can be used without giving any reasons. The allowance is 0.16 Euro per kilometre, (§ 6 section 3 LRKG).

Parking fees: Fees for parking meters, car parks and hotel garages are reimbursed, if the private vehicle (§ 6 section 1 and 2 LRKG) has been used for a good reason. Good reasons can be for instance: Business trips to places that are difficult to get to, fellow travellers who travel with you, considerable time saving by using a car, if lots of material is to be taken with you.

Hotel: Overnight accommodation costs with receipts can be reimbursed up to an amount of 60.00 Euro according to Land travel expenses law! In the case of overnight stays in big cities with more than 100,000 inhabitants up to 80.00 Euro are reimbursable. If the Land BW has agreed special conditions with hotels or hotel groups, higher reimbursement amounts are possible. Please enquire before your journey in the Budget department if necessary.

Higher overnight accommodation costs can otherwise only be reimbursed if it is proven that they were not able to be avoided. In this case please document the enquiries made to hotels in line with the acceptable price range.

The claim for travel expenses reimbursement is to be submitted within six months after completion of the business trip.

Please send the claim to:

**Pädagogische Hochschule Freiburg / University of Education, Budget
Section, Kunzenweg 21, 79117 Freiburg**

In the event of queries, please contact:

Ragna Haulitschke

E-mail: rechnungen@ph-freiburg.de

Phone: +49 761 682-268

Thank you very much