

DZHK Travel Expenses Policy

According to §23 I of the DZHK Rules of Procedure

This Travel Expenses Policy regulates the reimbursement of travel expenses which are incurred in carrying out activities for the DZHK and which the DZHK agrees to cover. As a rule, travel expenses for trips between the place of residence or place of work and the DZHK event location are reimbursable.

In its reimbursement of travel expenses the DZHK main office is subject to the regulations of the Federal Travel Expenses Act (Bundesreisekostengesetz, BRKG) and the General Administrative Regulation for the Federal Travel Expenses Act (BRKG VwV), each in its applicable version. The following overview describes the most important of these regulations and addresses their applicability to the DZHK.

1. What must I do before the start of the trip?

In normal cases no DZHK travel approval application needs to be submitted to the DZHK main office; the respective employer's policy for authorizing travel applies.

In special cases a DZHK travel approval application must be submitted to the managing director of the DZHK prior to booking a trip (form: business travel application). Special cases are all situations which are not addressed in this Travel Expenses Policy, e.g. when business travel is associated with a vacation (start or end of the trip is a holiday location) or when travelling abroad.

2. Which forms of transport can be used and which costs are eligible for reimbursement?

a) Cost effectiveness

The most economical mode of transport is to be chosen in every case. If the cheapest form of transport is not chosen, the cost effectiveness is to be justified in the travel expense claim, whereas the gain in working time can be considered.

In accordance with the principles of economy and cost-effectiveness, tips are not reimbursable.

b) Rail travel

2nd class rail travel shall be reimbursed including surcharges and reservation costs. The costs of 1st class travel can be reimbursed when the rail journey is at least two hours. Saver fares (the so-called "Sparpreis") and other offers should be used whenever possible, particularly when travelling 1st class.

c) Flights

Only economy class tickets shall be reimbursed for domestic flights. If the airfare is higher than the price of a rail ticket but below € 400 for a return flight or € 200 one-way, it is sufficient to refer to the considerable saving of time to justify cost effectiveness, as outlined in 2. a).

Airfares above € 400 for a return flight or € 200 one-way shall only be reimbursed if:

- a cheaper flight is no longer offered more than two weeks prior to the event (or if the invitation by the DZHK was issued less than two weeks prior to the event and a cheaper flight is no longer offered)
- or prior approval was obtained from the DZHK main office.

Costs for cancellations, unused tickets or for changes to flight bookings shall be reimbursed when the reasons are attributable to the DZHK, such as the cancellation of an event at short notice.

d) Taxi

Taxi costs shall only be reimbursed if valid reasons exist. The traveller is obliged to outline the reasons for using the taxi in the travel expense claim (exception: for members of the Board of Directors as a rule and for travel to participate in SAB, RCC, CSG and TRG meetings, taxi costs for travel within Berlin shall be reimbursed without justification).

Valid reasons for using a taxi exist, in particular, when:

- urgent business-related reasons exist in individual cases and these reasons are specified,
- compelling personal reasons exist (e.g. health-related),
- several people take a taxi together and, as a result, the costs per person are the same as or lower than the costs of public transportation,
- scheduled transportation services are not operating or not at the relevant time, or
- trips between 11 p.m. and 6 a.m. make this form of transport necessary at the start and/or end of the trip, as well as for travel at the place of business.

Being unfamiliar with the area, adverse weather conditions, baggage and time-saving factors are not valid reasons.

e) Rental car

Costs for the use of rental cars shall only be reimbursed when valid reasons exist and prior approval has been obtained from the DZHK main office. The traveller is obliged to specify the reasons for using the rental car in the travel expense claim.

Valid reasons for using a rental car exist when scheduled transportation services cannot be used for the purposes of official business or when the costs per person for a group of passengers are lower than the costs of public transportation. In these cases, all costs incurred in connection with the rental of a vehicle in the lower medium class (e.g. VW Golf class) can be reimbursed.

If there is no valid reason or the use of a rental car was not approved in advance, the expenses shall be reimbursed in accordance with the rules under 2. f) *Mileage reimbursement*. The number of kilometres travelled must be specified.

f) Mileage reimbursement

For journeys travelled by car, a fixed mileage allowance of € 0.20 per kilometre shall be granted (max. € 150 for the return journey).

Parking fees shall be reimbursed up to an amount of € 10 per day. The reimbursement of higher parking fees is only possible in justified exceptional cases (e.g. cost effectiveness compared to public transportation).

In the case of “substantial business-related interest” for the use of a car and when prior approval has been obtained, a mileage reimbursement of € 0.30 per commenced kilometre can be paid.

3. How much can the accommodation cost?

The DZHK shall reimburse a fixed amount of € 20 for accommodation required as part of a business trip within Germany without proof, insofar as an overnight stay is necessary. When proof is provided (invoice) the DZHK shall reimburse costs up to € 84 including breakfast and VAT without the need to provide further justification.

Costs exceeding these maximum amounts can only be reimbursed when:

- the room is booked from a room allotment specified by the DZHK main office or is booked directly by the DZHK main office
- the overnight stay has been booked at the venue hotel at the standard rate
- justified reasons in individual cases are specified in the travel expense claim (e.g.: proof from a booking website that no rooms are available below the maximum amount at any hotel)

4. What is the daily allowance (per diem)?

For trips within Germany a daily allowance is paid per day depending on the duration of the trip. The amounts are as follows:

- € 30 for every calendar day in which the employee is away from home for 24 hours,
- € 15 (in each case) for the day of arrival and departure when the employee stays overnight away from home on this day, the next or prior day,
- € 15 for the calendar day in which the employee is away from his/her home and primary place of work for more than 8 hours without an overnight stay. When the official business away from home (exceeding 8 hours in total) begins on one calendar day and ends on the next day without an overnight stay, € 15 will be paid for the calendar day on which the employee spent the most hours away from home and primary place of work.

When meals are provided free-of-charge, the daily allowance for a full calendar day will be reduced as follows: breakfast: 20% (€ 6,00), lunch and dinner: 40% in each case (€ 12,00).

5. How is the travel reimbursement claimed?

In order for the travel expense claim to be processed, all **original receipts** for airfares and other travel tickets, including public transport tickets (S-Bahn, U-Bahn, bus, tram), etc., are to be submitted to the DZHK main office together with the claim (forms: [Reisekostenabrechnung / Claim for travel expenses](#)). The travel expense claim must be submitted no later than six months after the business trip; reimbursement by the DZHK will not be possible after this date.

6. Who is my contact person at the DZHK head office?

The contact person at the DZHK main office for all questions related to this Travel Expenses Policy is Mareike Leistner, mareike.leistner@dzhk.de, tel.: ++49 (30) 346 5529 08. Travel expense claims should be addressed to:

Deutsches Zentrum für Herz-Kreislauf-Forschung
Attention: Mareike Leistner
Potsdamer Str. 58
10785 Berlin
Germany.

Complaints concerning rejected claims for reimbursement of travel expenses should be addressed by email to the managing director of the DZHK, Dr. Katharina Eulenburg, katharina.eulenburg@dzhk.de, tel. ++49 (30) 346 5529 07.