

Notes on claiming for travelling expenses for journeys undertaken on ARL business

As an independent public-law institution, the ARL reimburses travelling expenses incurred on ARL business in accordance with the German Travel Expenses Act. At regular intervals, everyone active within the network will receive claim forms for the expenses they have incurred for travel and overnight accommodation. In order to prevent any misunderstandings and avoid any extra work in processing claims, claimants should bear in mind the following points:

1. In general, when undertaking travel for the ARL we would ask you to adhere to the principles of economy and cost efficiency. Please check whether there are any discounts or special offers that may be suitable for your journey.
2. The claim form for travel expenses must be submitted within **six months** of completion of the journey being claimed for. Claims received after this point will not be considered.
3. Where **train travel** is being claimed for, **only the second-class fare** will be reimbursed. The same applies to air travel (Economy class). In the case of train journeys of at least two hours duration (scheduled departure time to scheduled arrival time), claims may be made for one class higher (i.e. for first-class travel).
4. **Air fares** will be reimbursed in those cases where air travel (including transfers) is less expensive than making the equivalent journey by rail. Price comparisons should take into account the use of a BahnCard, should the claimant hold such a card. Where an air fare (including transfers) is higher than the equivalent rail fare, claims for reimbursement can only be entertained in exceptional circumstances, and providing that the claimant has gained approval for such a claim from the ARL **prior to** embarking on the journey.
5. In the case of **private-car** use, claims can be made at the rate of 20 cents per actual kilometre driven, up to a maximum of 130 €. **Parking fees** can be reclaimed only **up to 10 € per day**. The ARL cannot be held liable for any damage to property unless the claimant has submitted a written application for approval of private-car use **prior to the onset of the journey**. In general, such applications will be approved if the journey cannot reasonably be undertaken using public transport because an appropriate service is not available, the venue is not easily accessible by public transport or because the claimant needs to carry bulky or particularly heavy items (over 25 kilos – excluding personal luggage) to the venue. Where an application for private-car use has been submitted and approved, costs for car use will be reimbursed at the rate of 30 cents per actual kilometre driven (no upper limit) and any charges incurred for parking will also be reimbursed.
6. Where a **taxi** used without good reason, the cost may also be reclaimed at the rate of 20 cents per actual kilometre travelled. A good reason is deemed to exist, in particular, where the venue is not served (or only badly served) by public transport, where there are diary pressures (to be substantiated), for journeys between 11 p.m. and 6 a.m., or in the case of physical impairment. Unfamiliarity with the locality, adverse weather conditions and personal luggage being carried are not deemed to warrant the use of a taxi. Where satisfactory grounds for the use of a taxi are stated in the claim for reimbursement of travel expenses, then the actual cost incurred will be reimbursed.
7. **Overnight accommodation:** The cost of necessary overnight accommodation can be claimed for without a receipt at the fixed rate of 20 € per night. Hotel costs up to 70 € will be reimbursed without the need for further explanation on presentation of the hotel bill. Should the cost of hotel accommodation exceed 70 € per person per night, then reasons must be stated to justify the excess amount. **Expenses for breakfast listed in the hotel bill can only be claimed for if the bill states the ARL as addressee. For Example: Mr/Mrs xxx, Akademie für Raumentwicklung in der Leibniz-Gemeinschaft (Academy for Territorial Development in the Leibniz Association).**
8. **Food and drink:** The cost of food and drink is not refundable as additional meal costs are already included in the daily allowance. The level of the daily allowance is determined based on the duration of the trip and the country visited. The daily subsistence allowances shall be reduced if meals are provided free of charge. An exception can be made in case of expenses for breakfast listed on the hotel bill, if point 7 was considered accordingly.

All application forms are available from us on request by post, fax or by e-mail. You will usually receive the claim form for travel expenses along with the invitation to an event.

Should you have any further questions, please do not hesitate to contact the Secretariat staff responsible for the event concerned or the travel-expenses office (Tel.: +49 511 – 348 42-40).