

Please read the entire document carefully and proceed accordingly, otherwise reimbursement may not be possible or may only be possible in part. The travel expense claim is the responsibility of the traveler!

The type and scope of travel expense reimbursement are regulated by the Bavarian Travel Expenses Act (BayRKG) as well as the ordinances and administrative regulations issued in connection with it.

FAU students can only receive financial support within the framework of the EELISA project twice during their entire period of study at FAU. Three FAU students can be funded per EELISA activity that takes place at one of the EELISA partner universities. Selection is on a first-come, first-served basis.

1) Authorisation prior to departure:

Form R0024: Auftrag zur Durchführung einer Reise with original signature - send this in paper form by post to the EELISA team for approval.

Before travelling, the following must be observed:

- The general **principle of economic efficiency** applies.
- About travel:
 - o For traveling to Paris, Budapest and Zurich going by train is mandatory – plane tickets will not get reimbursed. Traveling to Pisa by train is recommend.
 - o The use of an aircraft must be justified on a separate supplementary sheet, unless it is an overseas flight.
 - o The use of a taxi must be justified on a separate supplementary sheet.
 - o If the journey cannot be made on the day of the official business, but on the day before, or if a private stay takes place, it is mandatory that comparative offers (flight, train) are determined on the day of the booking and submitted as a printout. If there is no comparative offer in this case, the costs may not be reimbursed.
 - o For journeys of less than 5 days, booking only with hand luggage.
- About hotel:
 - o Comparatively inexpensive accommodation must be chosen.

2) Reimbursement after trip:

Form R0020: Travel Expense Report with original signature - send this in paper form by post together with the necessary supporting documents (invoices and proof of payment) to the address below.

It is recommended make a scan of all documents - in case of loss by post and for proof and documentation purposes. Settlement must take place within 6 months.

Reimbursement will be made for:

- Outward and return journey (incl. public transport on the day of arrival and departure).
- Hotel

Required receipts:

- Hotel invoice
- Flight bills, if necessary, comparative offers (see above)
- Train Ticket vouchers (only arrival and departure day)
- Proof of payment for all expenses, i.e. screenshots of your bank account statement proving the payment of all of your expenses.
- Label receipts and send them in an orderly manner so that they can clearly be allocated to a certain expense. Otherwise, the receipt will not be recognised and reimbursed.

Send the entire settlement documents by post to the following address:

Friedrich-Alexander University Erlangen-Nuremberg
S-Projekt (EELISA Mobility)
Schlossplatz 4
91054 Erlangen

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