**Contact GYA:**

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**Global Young Academy**

c/o German National Academy of Sciences Leopoldina

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06108 Halle (Saale)

Germany

**Reason for travel/title of the GYA event: Annual General Meeting 2020**

**Date/place of travel: 8-12 June 2020, Kolkata, India**

|  |  |
| --- | --- |
| LAST NAME, first name (address): |  |
| Bank account holder (if different): |       |
| Name of bank and country: |  |
| IBAN or Account number: |       |
| SWIFT/BIC-Code: |       |
| Accommodation: |  |
| Flight: |       [ ]  Mobile Ticket |
| Rail travel: |       [ ]  Mobile Ticket |
| Car: (Flat rate of 0.20 €/km up to a max. of 130.00 €; Parking fees max 5.00€/Day)  |       |
| Taxi: Reimbursement of taxi costs only for good reason and with appropriate explanation. The second page must be filled out. |       |
| Public transport: |       |
| Visa fees: |       |
| Other: |       |
| Total: |       |
| Refund promise by the GYA: |       |
| Amount to be transferred: |        |

Please enter the costs incurred and send this form, along with the **original receipts**, to the above address. The right to reimbursement of travel costs shall expire if no reimbursement is requested in writing within a time limit of **six months** following the end of the trip in question.

I confirm that these are the **actual** expenses incurred and that they have not been and will not be reimbursed by a third party.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Taxi costs**

In accordance with Section 4 Para. 4 of the German Federal Travel Expenses Act (BRKG), taxi costs may be reimbursed in exceptional cases if there are urgent reasons related to Academy business or compelling personal reasons. If there are no valid reasons, taxi costs may only be reimbursed up to the amount of the mileage allowance pursuant to Section 5 Para. 1 BRKG (EUR 0.20/km, max. EUR 130.00 for the outward and return trip). In these cases, the number of kilometres travelled must be specified.

A reimbursement is possible in the following cases:

1. The traveller cannot reasonably be expected to transport the **luggage required for personal reasons and Academy business** using a different means of transport due to its weight (more than 25 kg) or volume (more than 3 pieces of luggage) (bulky luggage that cannot be transported using public transport). This justification is not usually applicable if the trip was made by aeroplane, as the maximum free luggage allowance is 20 kg.
2. **There are no public transport links** and/or the walking distance is over 2 km.
3. **Waiting times of over 1 hour.**
4. **Health reasons** (e.g. severe disability or disability which causes difficulty walking).
5. **Lack of time through no fault of the traveller’s own** (e.g. late arrival of a train/aeroplane, meaning that the destination could not have been reached on time).
6. **Travel between 11.00 pm and 6.00 am.**
7. **It cannot be guaranteed that the accommodation will be accessible via public transport until midnight** (additional overnight stay becomes necessary).
8. There is a tight schedule or other time constraints.
9. **Taxi costs are lower than the cost of public transport** (if multiple travellers share a taxi or the cost of using a passenger car including parking fees).

**Unfamiliarity with the location** and **adverse weather conditions** are not valid reasons.

Even when valid reasons are recognised, only the necessary costs may be reimbursed.

Please enter the corresponding number in the field “Reason” in the following table for each individual taxi journey. **Proof of the reason should be provided wherever possible (such as a copy of your disability pass, your daily schedule in the case of time constraints, a copy of the transport timetable in the case of long waiting times, or similar). If your reason is not listed, please write it down by hand.**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Place | Price | Reason |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Introduction**

We would like to inform you that the GYA reimburses travel expenses according to valid legislation of the Federal Republic of Germany – in this case: Bundesreisekostengesetz (BRKG) (Federal Travel Expenses Law). Before you book a travel arrangement for a GYA-related business trip, please make sure you have a “go ahead” from the Office. Do not book any trips without approval from the office if you expect GYA funding!

**Hotel stay**

Normally, the GYA will take care of the booking of accommodation for the participants. In line with the BRKG usually there is a price limit for one night of accommodation, depending on country of stay. We may also reimburse higher accommodation expenses if no cheaper adequate accommodation can be found.

**Flight / Rail**

As a rule we are only allowed to reimburse train / plane tickets for the lowest class of carriage
(Section 4 Paras 1, 2, 3 BRKG). An upgrade to Business Class for plane tickets can only be considered for documented health reasons and if the Economy Class is fully booked out.

**Car**

For trips with your own car you can receive 0.20 €/km up to 130.00 € in total reimbursed for outward and return journey.

Parking fees will be reimbursed up to a maximum of 5.00 € per day.

**Meals**

As a rule, there is no reimbursement of expenses for food or meals.

**Other Costs**

Please also take note that the following expenses, according to Section 10 (2) BRKG, are not reimbursable:

* Travel cancellation insurance
* Gratuities, presents, currency exchange losses
* Travel equipment (e.g. suitcases, bags)
* Expenses for medication
* City planner, maps, etc.
* Travel accident insurance or international travel insurance
* Credit card fees (annual fee)
* Bank service charges
* Replacement, repair or cleaning of clothing or travel equipment

**Other provisions**

If a trip cannot be started due to illness or other unforeseeable events, GYA must be informed in good time. Otherwise, costs already incurred shall be claimed back.