

## Procedure for Reimbursement of Travel Expenses for Conferences & Summer Schools

### A. Before your trip...

**You must first ask the BMS if it can fund your trip.**

1. Do that by emailing a brief explanation of your travel plans and a summary of all probable costs to the person listed as responsible on the website:

<https://www.math-berlin.de/students/travel-regulations/for-conferences>

2. **After** the BMS confirmed that the BMS can offer you financial support, fill in an “Application for conducting travel by non-TU personnel” ([www.math-berlin.de/students/travel-regulations](http://www.math-berlin.de/students/travel-regulations)) and hand it in **as soon as possible and at least two weeks before your departure** together with:

- the conference/summer school program
- your invitation to the conference/summer school
- a letter or email from your Ph I advisor / Ph II supervisor supporting your participation.

You will receive an advance payment of 80% of your anticipated costs.

**New info:** Every person employed in Germany and travelling on official business outside of Germany needs to apply for an “A1 confirmation form” (Entsendebescheinigung). This is a form to confirm that you are covered by the German social security insurance system. This only applies if you have an employment contract (student assistant jobs count as well). The A1 form is issued by your health insurance provider but your employer needs to be involved in the application.

- TU employees: Please find detailed info here and ask your professor’s secretary for help:

[https://www.abt2-t.tu-berlin.de/menue/themen\\_a\\_z/entsendebescheinigung/](https://www.abt2-t.tu-berlin.de/menue/themen_a_z/entsendebescheinigung/)

- FU/ HU employees: Contact the “Personalabteilung”.

Scholarship recipients and self-funded students should contact their health insurance provider to ask for confirmation that they are not covered by the social security insurance system. This also applies to students with an EHIC. They should then carry their scholarship contract or proof of income and the response from the health insurance provider with them on the trip.

### B. After your trip...

**The following steps must be completed within 5 months of your return date.**

1. Fill out a “Claim for travel expenses” and a “FORM for travel expenses” (both available on the BMS website).

2. On the “FORM for travel expenses”, list the date, time and a brief description of your:

- arrival at Berlin airport/station
- departure time from Berlin airport/station
- arrival time at destination
- check-in accommodation
- start of conference
- end of conference
- check-out accommodation
- arrival time at airport/station for return journey
- departure time
- arrival in Berlin.

(See example on the BMS website.)

3. Submit both the “Claim for travel expenses” and the “FORM” to the person responsible at the BMS together with:

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- all original receipts, original boarding passes, E-tickets, the flight booking showing the actual cost (foreign currency costs must be converted to euros using (and printing!) the oanda currency converter - see "Important Notes" below)
- all online receipts, E-tickets and online boarding passes must be printed, signed & dated by you!

### **C. Important Notes...**

1. All foreign currency costs must be converted to euros using the TU-accepted currency converter website [www.oanda.com/currency/converter](http://www.oanda.com/currency/converter). The conversion date must be the same as the date the bill was paid. You must attach a printout of the conversion to the original receipt.

2. Hotel/Airbnb costs are limited to €60 per night. However, if for very good reasons you were not able to find accommodation within that limit, you may exceed it with the respective proof (e.g. price comparison).

3. You should book everything for yourself only (e.g. train, flight, accommodation). If sharing an airbnb/hotel room with another participant reduces the total costs you can also book the accommodation together. The person who has paid the total then has to submit a statement saying they have received partial reimbursement from the other participant. This statement needs to be submitted with the travel cost reimbursement claim.

4. A private stay/holiday in conjunction with the conference trip may be no longer than five days. The five days (including weekends) must be taken consecutively and not divided into parts before, during and after the trip. You must pay the private accommodation costs by yourself. You must also include a price comparison for flying on hypothetical departure/return dates without the private stay. If your private stay increases the flight costs, you will only be reimbursed for the price of a ticket for the departure/return date without a private stay.

5. If, due to flight restrictions or cheaper prices, you have to travel more than one day before the start of the conference or return more than one day after it ends, you must prove that the flight and the extra night(s) hotel stay is cheaper than travelling one day before/after. If, however, you need more than one day to reach the location of the conference, then the cost will be reimbursed as long as you provide all travel documents and exact travel times.

6. Journeys by taxi will only be reimbursed if you can prove that no other public transport was available.

7. Think about taking out a travel/health insurance policy (at your own expense) for the duration of your trip.

**If you have any questions or doubts about this procedure, you must contact the  
BMS One-Stop Office BEFORE booking your travel tickets / accommodation!**