

## **Reimbursement of Travel Expenses**

We reimburse travel expenses in accordance with the Federal Travel Expenses Act (Bundesreisekostengesetz) for 2nd class train travel or economy class flights against the return of original documents for round trip travel within 14 days after the end of the event. We ask you to use special offers and discounts whenever possible. If you expect to exceed a budget of € 200, please be sure to contact the Project Coordination before booking the trip.

If you arrive from abroad, you can request an advance payment to the amount of 80% of the expected travel costs. An advance payment granted must be repaid if the request for travel expenses is not made within the cut-off time or the journey is not commenced. Please submit your request and any further questions to the project coordinator.

## **Accommodation**

Hotel rooms near the conference venue will be reserved for the participants. Please let us know if you do not require accommodation. If you stay with acquaintances, an overnight accommodation allowance of 20 € may be granted.