

General Terms and Conditions of Business and Participation

Leaflet: Conditions for the Reimbursement of Travel and Expense Costs

here: 25M01

1. Participation Principle

In principle, registered participants are obligated to fully engage in all activities within the seminar program. Exceptions must be mutually agreed upon with the respective seminar leader. If an uncoordinated absence exceeds twenty percent of the seminar program, the seminar costs may be charged in full to the participant, and any claims for the reimbursement of travel or expense costs shall be forfeited.

2. Travel Expenses

As a general guideline, the use of public transportation is preferred for eligible travel expenses. Any deviations from this guideline should be discussed with seminar management before making travel arrangements.

In order to receive reimbursement, original tickets stating the name of the individual participant and the individual price must be provided during the seminar's participation.

Tickets will be reimbursed via bank transfer in Euros after the seminar for each person individually.

Travel costs using public transportation will only be reimbursed up to 300 euros in total per person. Higher costs must be borne by the participant.

Tickets must be booked at least four weeks prior to the travel date. In all cases, proof of the cheapest available ticket must be provided through a transparent price comparison. This proof must include current offers for comparable ticket categories (e.g., same travel class, destination, and booking timeframe) from at least two independent providers. Any other arrangements, including later bookings, must be agreed upon in advance with the seminar management.

2.1. Rail Travel

Reimbursement for rail journeys is limited to 2nd class tickets, provided that a printed and validated ticket is presented (including online or mobile phone tickets). Participants should take advantage of available booking discounts and special fares upon availability. In cases of individual trip segments exceeding two hours or under exceptional circumstances, approval for travel in a higher class may be granted for this segment.

2.2. Travel by Private Car

When the use of a private car is deemed necessary due to time constraints or other valid reasons (e.g., compelling economic justifications), a reimbursement rate of 20 cents per kilometer is applicable, up to a maximum of 150 euros in total. To claim reimbursement, please attach a printout of the travel route detailing the distance traveled; an online route planner can be used for this purpose. For comparison, include a Deutsche Bahn fare (2nd class, as per point 2.1) for the same route. Generally, the use of public transportation is preferred. Prior arrangement and approval by the seminar leader are necessary.

2.3. Air Travel

When traveling from abroad, air travel may be considered for reimbursement, but only in the lowest class. The cost of the flight must be less expensive than travel by train as per point 2.1. A cost comparison should accompany the reimbursement claim.

2.4. Miscellaneous

Costs related to local public transport (e.g., bus, tram, and other regularly scheduled transportation means) are eligible for reimbursement, provided original receipts are submitted. Taxi rides will be reimbursed only in exceptional circumstances and with prior approval from seminar management.

In all other matters, the regulations outlined in the German Federal Travel Expenses Act (Bundesreisekostengesetz; [BRKG](#)) shall apply. Special event-specific conditions or agreements that were communicated in advance will also be enforced accordingly.