

Application for Travel Reimbursement

JUNGE
EUROPÄISCHE
FÖDERALISTEN
DEUTSCHLAND

RE-Eingang:	Konto:	Projekt.- Bez.
Date		Name
sachlich/rechnerisch i.O.		
gebucht		
angewiesen		
Buchung. Beleg-Nr.		
Anmerkung		

Please fill out this form and send it by post to the JEF Deutschland Office (Bundessekretariat) **within 14 days** after the seminar. The **Original Tickets** or the **SIGNED Onlinetickets** or the signed proof of payment must be attached.

>>> Scans cannot be accepted! Late applications will not be reimbursed! <<<

Event Name and Date: International Berlin Seminar, 19.-22.08.2021

Last name, First name: _____

Address: _____

JEF-Section: _____

BuVo-Member: yes no

E-Mail: _____

Telephone: _____

Outward trip:	Return trip:
I have traveled with from _____ to _____ with <input type="checkbox"/> own vehicle, _____ Km x 0,20 Euro (Hardcopy of route attached) <input type="checkbox"/> Ride Share: I traveled with _____ (Rideshare receipt attached!) <input type="checkbox"/> Plane <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Other:	I have traveled with from _____ to _____ with <input type="checkbox"/> own vehicle _____ Km x 0,20 Euro (Hardcopy of route attached) <input type="checkbox"/> Ride Share: I traveled with _____ (Rideshare receipt attached!) <input type="checkbox"/> Plane <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Other:

Attention: Train reservations (except CNL) und Taxi will not be reimbursed!

Total Sum: _____ €

Please transcribe the information of your bank account:

Name of Account Holder: _____

Bank: _____

IBAN: _____

BIC: _____

- The receipts are enclosed as **Original (e.g. Train: with stamped ticket)**
- The receipts are enclosed as Onlinetickets and **SIGNED (Name, Date, Signature)**
- The receipts are enclosed as a copy, because _____

I hereby state, that I have not used nor do I plan to use the tickets for any other travel except the stated reason here. All online tickets/copies I have signed and dated with my signature.

>>> I understand I will not receive any reimbursement if I have not given the necessary receipts or not submitted the receipts by the given deadline >>>

Place, Date

Signature

Terms and Conditions of Reimbursement

From the decision of the Bundesausschuss in Berlin, 14.-16.03.2014

1. Travel Costs Appropriations

- 1.1. The right of the reimbursement of travel costs applies only if the participation fee has been paid in accordance with the conditions of participation **and** fully had participated in the program
- 1.2. With the exception of 2.4, reimbursement will ensue up to the maximum amount specified in the event notice, i.e participant information. Reimbursement may not exceed the amount stipulated in the Federal Travel Costs Law (Bundesreisekostengesetz)
- 1.3. Originals of the tickets must be submitted alongside the completed form, which indicates the purpose in question. Tickets must clearly show the amount paid, the date, and the service (= distance). The reimbursement of payments made in foreign currency will be paid in Euros according to the latest conversion rate.
- 1.4. As documentary proof of travel costs must be given, reimbursement will only follow if the originals of tickets or an original, signed receipt showing the route, the date, the name of the traveler, and the total sum paid are provided. The receipt is required in the case of digital tickets (e.g. Deutsche Bahn ticket on a mobile device).
- 1.5. Applications for reimbursement must be submitted to the JEF Deutschland Office (Bundessekretariat) no later than the deadline indicated on the travel cost reimbursement form. If no deadline is set, applications must be received no later than 14 days after the event. Applications which are submitted after the deadline will not be reimbursed.
- 1.6. In exceptional cases, the treasurer will make an individual decision. Applications for exceptions must be justified in writing, and if an application is not justified then without exception it will not be reimbursed.

2. Travel costs reimbursement depending on form of transport

- 2.1. Reimbursement will be granted for journeys in second-class only, independent of the form of transport. The maximum reimbursement amount is independent of the form of transport. The following additional conditions apply regardless:
- 2.2. Journeys by train: purchase of a travel reduction card (e.g. BahnCard), seat reservations, and payment fees will not be reimbursed. The use of public transport in the place of destination will not be reimbursed.
- 2.3. Journeys by the applicant's own vehicle: when travelling by car, the total number of kilometers travelled must be given and evidenced by a printed copy of a route plan, showing the start location and destination. Mileage will be reimbursed at a rate of €0.20 per kilometer up to the maximum reimbursement amount. Exception: see 2.4.
- 2.4. Group of participants travelling in the same vehicle: in line with the Federal Travel Costs Law (Bundesreisekostengesetz, BRKG), only the person who has driven and/or hired the car is eligible for travel cost reimbursement. As an exception to 2.3, when the car-sharing involves a group of at least two participants, the maximum reimbursement amount (on the basis of the rate of €0.20 per kilometer) can be raised to the maximum vehicle reimbursement amount according to the Federal Travel Costs Law (Bundesreisekostengesetz, BRKG) of €130.00. The driver must indicate the car passengers on the application for travel cost reimbursement. In this instance, the other passengers do not have the right to individual reimbursement!
- 2.5. Car-sharing with third parties: if car-sharing has been undertaken with a third party, reimbursement depends on the submission of a signed receipt, on which the driver of the vehicle clearly indicates which person was transported on which day along which route and at what price. If the car-sharing was booked via an automated booking system, the booking confirmation must also be submitted, although this does not replace the receipt signed by the driver!