**Contact GYA:**

Franziska Güntner

franziska.guentner@globalyoungacademy.net

Sandra Bobach

sandra.bobach@globalyoungacademy.net

Tel.: +49(0)345 472 39-170

**Global Young Academy**

c/o German National Academy of Sciences Leopoldina

Emil-Abderhalden-Straße 37

06108 Halle (Saale)

Germany

**Purpose of travel / name of the Leopoldina event:**

**Date/place of travel:**

|  |  |
| --- | --- |
| LAST NAME, first name (address): |  |
| Bank account holder (if different): |       |
| Name, address and country of bank: |  |
| IBAN or Account number: |       |
| SWIFT/BIC-Code: |       |
| Accommodation: |  |
| Flight: |       [ ]  Mobile Ticket |
| Rail travel: |       [ ]  Mobile Ticket |
| Car: (Flat rate of 0.30 €/km; Parking fees max 10.00€/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 (e.g. obligatory COVID-19 tests): |       |
| Total: |       |
| Refund promise by the GYA: |       |
| Amount to be transferred: |        |

Please enter the costs incurred by you and send this form, together with the original receipts to the address given above. The entitlement to claim travel expenses lapses if these are not applied for in writing within six months after completion of the journey (BRKG §3). I hereby confirm that these expenses were indeed incurred by me and have not been reimbursed by a third party. Leopoldina settles travel expenses by directives of federal travel expenses act (BRKG).

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

**Taxi costs**

Taxi fees can be reimbursed in accordance with Section 4 BRKG in exceptional cases if there are urgent businesses or compelling personal reasons. Even if these compelling reasons are accepted, only necessary costs shall be reimbursed.

If there is no compelling reason, taxis fees shall only be reimbursed up to the amount of the flat rate for cars in accordance with Section 5 (1) BRKG (0.30 €/km).

Reimbursement is possible in the following cases:

1. **Necessary personal and business luggage** cannot reasonably be transported with another means (e.g. bulky luggage that cannot be transported by public transport) for weight reasons (more than 25 kg) and amount (more than 3 pieces of luggage). This reason is usually not valid for business trips by plane as luggage allowance is only 20 kg.

2. **There are no public transport connections** and it is necessary to walk more than 2 km

3. **Waiting times of more than 1 hour**

4. **For health reasons** (e.g. severe disability or impaired mobility)

5. **Lack of time through no fault of one’s own** (e.g. late arrival of train/plane so that the place of work cannot be reached in time)

6. **For travel between 10 pm and 6 am**

7. **Unable to reach place of residence before midnight by means of public transport** (making an additional overnight stay necessary)

8. In case of a tight appointment schedule and other (reasons for) time restrains

9. **Taxi fees are lower than public transport fees** (multiple travellers share a taxi or use of a car and parking fees)

**Not being familiar with the territory and weather conditions are not compelling reasons.**

Even in the case of acknowledgment of legitimate reasons, only the necessary costs will be reimbursed.

Please enter the corresponding number for each taxi ride under the column “Reason” in the chart below. If your reason is not given above, please write it in by hand. The reason is to be proved – e.g. by providing a copy of handicapped person pass, itinerary for lack of time, copy of public transport schedule.

|  |  |  |  |
| --- | --- | --- | --- |
| 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). According to the applicable regulations your flight cannot be reimbursed if you book “business travel” or if your trip is combined with more than five work days (Mo-Fr) of private stay or stay for another purpose (weekends not counted) beyond the event in question. 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.

For climate reasons, the GYA encourages its members and staff to use public transport instead of flying for any distance less than 1000 kilometers, or any distance that public transport can cover in up to 8 hours.

The GYA committed to offset carbon from every flight taken on its behalf from 2021 onwards. In the period 2021-2023 greenhouse gases will be offset through a biomass-based climate project in India. The compensation for all flights will be done by the GYA Office. All we need for that is your ticket. Please do not make use of the possibility to offset carbon during the flight booking process with your airline or travel agency!

**Car**

For trips with your own car you can receive 0.30 €/km, however without claim to property damage liability. Parking fees will be reimbursed up to a maximum of 10.00 € 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.