

GEWISOLA, c/o Thünen-LR, Bundesallee 64, 38116 Braunschweig

Bearbeiter: Prof. Dr. Peter Weingarten

**To Speakers and Session Moderators
GEWISOLA-Conference 2018**

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Translation for Information Purpose Only!

Reimbursement of travel / hotel expenses

Dear Sir or Madam,

Thanks to the support of the Federal Ministry of Food and Agriculture the GEWISOLA has a limited budget for the reimbursement of travel expenses. **The Federal Law of Travel Expenses applies.** Please refrain from sending a travel expense report in case you have the opportunity to get a **reimbursement elsewhere**. When filling in the attached form, please follow the guidelines:

Travel expenses

1. **Train:** 2nd class tickets only (1st class if the trip took longer than 2 hours)
2. **Car:** €0.20 per kilometer, maximum €130.00. Please explain why you preferred the car and did not use, e.g. public transport. This statement is absolutely necessary!
3. **Budget flight:** Will be reimbursed if the price is lower than 1. or 2.

Please choose the most **cost-efficient** transport (e.g. Bahncard, key account tickets, etc.). For active participants travelling from abroad (with the exception of invited speakers) the reimbursement of transport is limited to €300.00 per person.

Taxi receipts can only be reimbursed if **good reasons** (according to the Federal Law of Travel Expenses) are stated.

A daily allowance is not provided. A refund of the conference fee is NOT possible.

Hotel costs: Costs for up to two **necessary** nights will be reimbursed according to the Federal Law of Travel Expenses.

Please take into account that for each scientific paper / poster only 1 speaker is entitled to reimbursement according to the above mentioned rules.

Please use the attached form (see also: <http://www.gewisola2018.uni-kiel.de/>) for your reimbursement and attach **all** original receipts. For the lodging allowance please give the date of your stay. Original invoices are absolutely necessary. **Please send your documents via mail to the office of the Gewisola. Deadline: 10.10.2018.**

Personnel of BMEL and subordinated institutions (e.g., Thünen-Institut) do not pay a conference fee but a subsistence fee (€30.00) due to the notice of approval by the BMEL; they do not get a reimbursement of travel / hotel expenses. Personnel of institutions which are funded by the BMEL on an institutional level like, e.g., IAMO and ZALF (Leibniz-Gemeinschaft) do not get a reimbursement either but do have to pay the full conference fee.

Best regards

gez. Prof. Dr. Peter Weingarten

An den Geschäftsführer der GEWISOLA
Prof. Dr. Peter Weingarten
c/o Thünen-Institut für Ländliche Räume
Bundesallee 64
38116 Braunschweig

Reimbursement Form Travel Expenses (GEWISOLA-Conference 2018 in Kiel)
(Please write clearly in capital letters!)

Name, First Name _____

Address, Place of Residence _____

Institution (with Address) _____

Name of Bank _____

Owner of Account _____

IBAN

BIC-SWIFT

Purpose of Trip **Participation at GEWISOLA-Conference 2018¹⁾**
 Talk
 Session Moderation
 Poster
 Other²⁾ _____

Destination **Kiel**

Routing

Means of Transport¹⁾

Train Class²⁾ _____ Trip³⁾ _____

To Return
Departure _____ Bahncard 25
Arrival _____ Bahncard 50

Airplane
 Car Distance from / to _____ and back _____ km
(Please give a **detailed statement!**)

Start of Trip Date _____
Arrival Kiel Date _____
Departure Kiel Date _____
End of Trip Date _____

- I herewith apply for a reimbursement of the travel expenses
- I herewith apply for a reimbursement of the hotel costs for 1 night: _____ (Date)
 2 nights: _____ (Date)

(Please attach original invoice!)

My statement is correct and complete.

Place _____ Date _____ Signature _____

Footnotes:

1) Please mark the applicable. - 2) Please fill in. - 3) 1st class: Enter time of departure and arrival, please.