

Travel Reimbursements from HGS-HIRe

Please find below some guidance how to apply successfully for travel reimbursement from HGS-HIRe.

It's a two-step process:

The **travel reimbursement request**

(has to be filed **BEFORE** the trip):

- The form can be found at <http://hgs-hire.de/organization/forms/travel-reimbursement-request.pdf>
- Send the original of the completed form to Sylke Schneider
- Please keep in mind to send the request early enough (a minimum of two weeks before the trip is strongly recommended)
- If desired, an advance payment is possible up to 80% of estimated costs
- You will receive a confirmation via email once the request is approved by HGS-HIRe

The **travel expense report**

(has to be filed **AFTER** the trip):

- The form can be found at <http://hgs-hire.de/organization/forms/travel-reimbursement-receipt.pdf>
- Send all your documents to Johanna Dilley
- Send only original receipts, including boarding passes, stamped train tickets and a confirmation of your participation in the event
- Always specify the date and time (mandatory for calculation of the daily allowance)
- Specify the number of meals included without additional costs
- The daily allowance for Germany: We refund 24 € per day
- The daily allowance abroad: We refund 50% of the max. tax free amount
- A billing report will be prepared by HGS-HIRe and send to you by email
- Confirm your acceptance of the billing report by email to HGS-HIRe

Contacts

For travel budget, travel reimbursement request and confirmation:

- Sylke Schneider
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Germany
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For travel expense report, receipts, preparation of billing report and email to traveler:

- Johanna Dilley
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