



## **GUIDELINES FOR REIMBURSEMENT OF TRAVEL EXPENSES**

Travel expenses are declared on the travel expense form. As a general rule, travel by the most economical means of transport (public transport) will be reimbursed on presentation of receipts. If timetables make it particularly difficult to use public transport, you may use your own car. In this case, you will be reimbursed at the standard mileage rate set annually by the tax authorities. Parking fees for the use of your own car will be reimbursed on presentation of a receipt. If you are travelling to meetings by air (for scheduling reasons), it is advisable to book in advance in order to obtain the cheapest possible flights. For scheduling reasons, taxis can be used for transfers, for example from the airport to the meeting venue.