

Statement of travel expenses

Please send us the originals no later than 2 weeks after the event.

Interkulturelles Netzwerk e.V.

To Sebastian Maass
Karl-Marx-Straße 33/34
D-16816 Neuruppin
seba@interkulturelles-netzwerk.de

Name of the event :

Date : Location:

Participant :

Last name : First name :

Address (Street, Post code, City) :

Country :

E-mail :

IBAN :

BIC :

Account owner : Bank :

Original travel documents must be kept for 5 years. In the case of air travel, I confirm that the journey time from the long-distance station to the long-distance station is more than eight hours. I have read and understood the comments.

I hereby certify the accuracy of the information provided below.

Date :

Signature :

Travel expenses are reimbursed in accordance with the OFAJ guidelines:

Travel expenses are calculated on the basis of a single journey. If the places of departure and return are different, the total number of kilometres is divided by two for the outward and return journeys. The maximum subsidy is €0.16 per kilometre.

The OFAJ calculation programme determines the number of kilometres to be taken into account when the project is approved on the basis of a single journey by land. In the case of air travel, the calculation is based on the air-line distance.

The maximum grant for transport costs per person is €400 for travel as part of trilateral projects between Germany or France and another country. Air travel can only be taken into account if the train journey from station to station is expected to take more than 8 hours.

OUTWARD JOURNEY (indicate the number of kilometres, see link overleaf) : km from : to :				These fields must only be completed by the association Interkulturelles Netzwerk e.V.			
Description (example: Paris-Frankfurt, train, 02/02/2022)	Document number	Other currency	€	Calculation of travel expenses in accordance with the guidelines (one-way km x €0.16)	Reimbursement of actual transport costs or Rate according to guidelines :		
			€				
			€				
			€				
			€				
			€				
Total one way			€				
RETURN JOURNEY (indicate the number of kilometres): km from : to :							
Description (example: Frankfurt-Paris, train, 09/02/2022)	Document number	Other currency	€				
			€				
			€				
			€				
			€				
Total return			€				
Total Trip			€				

1. Statement of transport costs :

- All expenses must be supported by an original document.
- To simplify (and speed up) the processing of your request, please number each document.
- Send your request for reimbursement of travel expenses to Interkulturelle Netzwerk e.V. no later than two weeks after the event.

2. What costs are covered?

- The conditions for reimbursement and the amount of the reimbursement of travel expenses are always indicated in the calls for the seminar.
- You can find the reference for calculating the distance on the OFAJ website: <https://www.dfwj.org/ressourcen/fahrtkostenberechnung-fur-die-forderakten-im-dfwj.html> .

By **train, plane or car-sharing** :

- If you are travelling by train, please send us all your tickets (outward and return) showing the price paid.
- Air travel can only be covered if the journey time from the departure train station to the seminar venue is at least 8 hours. Please provide proof of this by taking a screenshot. If you are travelling by plane, please send us your ticket (with the price indicated) and your boarding pass.
- If you use a car-sharing service (Blablacar, etc.), you must show proof of payment and a receipt showing your name and journey.

If you are travelling **by car** :

- A flat rate of €0.16 per single kilometre of distance is reimbursed. Petrol, tolls and other ancillary costs are already included in this amount.
- The distance is determined by the OFAJ's travel costs calculator.

Attention !

- Taxi fares are not covered, unless this has been discussed with Interkulturelles Netzwerk.
- No insurance costs are covered.
- We will only reimburse travel costs if the dates of travel correspond to the dates of the meeting or remain within a "temporal proximity". A departure more than two days before or after the event must be discussed with Interkulturelles Netzwerk and proof must be provided that the ticket price paid does not exceed the ticket price on the date of arrival and departure of the event.

3. Notation of mandatory information on supporting documents

Credit card receipts are not sufficient proof of payment.

4. Conservation obligations

- Please send us the reimbursemant form and all supporting documents as one PDF document by e-mail. This will be recorded in our accountancy. Please note that all original travel receipts must be kept for a maximum of 5 years.