UNIVERSITÄT BIELEFELD

Department of Personnel and Organisation
- Department of Personnel Services Civil Servants, Appointments and Travel Expenses (P/O.1) -

status: September 2025

Information sheet on travel expense reimbursement for guests, students, scholar, stipendiaries and doctoral candidates of Bielefeld University

Bielefeld University is obliged to ensure that the funds made available to it are used economically and sparingly. As a matter of principle, it is expected that a reasonably priced travel option is chosen. This includes taking advantage of cost reductions by booking early and using economy fares. If possible, public transport should be used. Travelling expenses will only be reimbursed on presentation of receipts (tickets, taxi receipts, etc.).

Submit the travel expense report promptly after the end of the trip, at the **latest within 6 months**.

Amounts must be stated in euros, amounts in foreign currencies must be converted using the OANDA currency converter provided in the form with the date of the **last day of travel**.

Train
The standard price is the price for the 2nd class train journey at the normal fare including any surcharge for seat reservation.

Public Transport
Necessary journeys by public transport at the place of business are reimbursed.

Car / Taxi
The flat rate per kilometre for car costs is € 0.35.

Only the following are recognised as reasons for using a car/taxi
- Appointment reasons (business necessity)
- No public transport available
- Car only: very heavy or bulky luggage
- Taxi only: journey between 10 p.m. and 6 a.m.

Please also note the information in the travel policy of Bielefeld University (www.uni-bielefeld.de/reisekosten).

Flight costs
When travelling by air, it is expected that low-cost fares will be booked (early bookings, economy fares). Economy class flights are considered standard. Any deviations from the standard rule must be displayed to and approved by Bielefeld University before the trip is booked.

In accordance with the University's commitment to climate-friendly travel, domestic flights cannot be reimbursed.

Overnight stays
When booking a hotel, it is expected that the most economical accommodation option will be chosen. For an overnight stay, an amount of € 80.00 and € 12.00 for breakfast can be reimbursed without justification.
Additional costs must be justified accordingly, e.g.

- No cheaper hotel available
- best location in terms of transport links.

If the costs for hotel accommodation are paid directly by the university, the reference number of the trip must be stated on the invoice. Please provide this to the hotel for invoicing purposes.

Other costs
Necessary other costs may include, for example, conference fees, visas, parking fees, etc. These expenses cannot be covered: travel cancellation insurance, minibar, tips, catering expenses.