

Travel directives

Travel bookings must always be made by FIBAA in consultation with the experts. FIBAA shall handle the hotel reservation and shall bear the respective travelling and accommodation costs.

1. Travel arrangements

All expenses incurred from the place of residence onwards (and the return journey) shall be recognised as travel expenses. After completion of the FIBAA assignment, the return (or onward) journey must be made on the same day if possible, if the place of residence or further destination can be reached by midnight.

2. Travel bookings

Private trips beyond the scope of this procedure shall not be organised by FIBAA. Travel bookings for the procedure shall be made **exclusively** by FIBAA for reasons pertaining to cost and billing. Exceptions shall only be possible in justified cases, and subsequent to prior consultation.

The principles of efficiency and economy must be observed when planning and organising trips. Bookings should be made as early as possible, in order to be able to take advantage of any available special conditions (early booking discounts, saver prices). Changes and cancellations shall be processed in the same way as orders. Cancellations must be reported to the FIBAA Secretariat immediately. Any unused (or partially used) travel documents must be returned to the FIBAA office immediately.

For trips that have been booked by the individual themselves, possible fare reductions must be taken into account. Travel costs shall not be reimbursed if free transport can be used.

2.1 Visa

Please inform yourself whether you need a visa for travelling to international accreditation procedures and apply for it in good time. FIBAA does not take care of the visa.

2.2 Insurances

The experts shall be protected against the financial consequences of a possible accident on the way to (or from) the appraisal site by way of a group accident insurance policy. It is advisable to take out international health insurance when travelling abroad. The costs can be reimbursed by FIBAA upon presentation of the invoice.

2.2 Rail Travel

For journeys with Deutsche Bahn and other railway companies, travel by 2nd class shall, generally speaking, be reimbursed. "Saver fares" relating to travel by train should always be used if a fixed travelling time can be planned.

2.3 Flights

When travelling by air, the economy class of the cheapest airline should always be used.

2.4 Car use

The use of your own car is permitted in return for a kilometre allowance. Should you use your own car, the shortest distance to your destination shall be taken as the basis. The kilometre allowance shall be 0.35 €/km. A maximum of EUR 200 or the

higher price of an alternative train journey shall be refundable for the entire journey.

2.5 Rental car

In exceptional cases, rental cars can be used as a means of transport if hiring a car is deemed to be cheaper than other means of transport, or if the destination in question is difficult to reach. When booking rental cars, the FIBAA office must be consulted in advance.

2.6 Public transport/taxi

Public transport should always be used for city journeys. The use of taxis is permitted in justified cases. For journeys before 6.00 a.m. and after 10.00 p.m., a separate justification in this regard shall not be necessary.

2.7 Hotel stays

Hotel accommodation shall be booked by the FIBAA office.

3. Reimbursement of travel expenses

Travel expenses shall either be settled using the FIBAA invoice form provided for this purpose or submitted in the form of a formal invoice. It is essential to enclose original receipts, and to submit a separate invoice for each individual on-site expert appraisal. "Collective invoices" for several on-site expert appraisals cannot be accepted. All costs shall be reimbursed by way of bank transfer. Travel expenses that are reimbursed by a third party shall be offset against the reimbursement of travel expenses.

3.1 Flights and train journeys

In the event of air travel that has been booked by the individual themselves, the copy of the ticket or flight invoice and the boarding passes must be enclosed with the travel expense report. The same shall apply to journeys by rail.

3.2 Car use

The shortest normal road connection shall be decisive for the calculation of the distance compensation. The number of kilometres driven must be determined on the basis of the odometer reading (speedometer) and accompanied by proof of the route travelled, e.g. using a standard route planner on the Internet.

3.3 Public transport/taxi

If public transport is used, the original tickets processed in the course of the journey must be submitted. Taxi journeys shall be reimbursed on presentation of the original invoice.

3.4 Overnight stays

If additional overnight stays are deemed necessary as part of the FIBAA assignment (see Point 1. Travel arrangements), the resulting costs shall be reimbursed to the extent necessary.

3.5 Deadline for submission

The reimbursement of travel expenses must be submitted to FIBAA within six months of the end of the trip via reisekosten@fibaa.org.