

Send to: FIBAA, Berliner Freiheit 20-24, 53111 Bonn, Germany

Mail: [reisekosten@fibaa.org](mailto:reisekosten@fibaa.org)

**Billing Statement**  
**Expense allowance and reimbursement of travel expenses**  
**(travel guidelines, overleaf)**  
(please only complete one for each procedure)



Name, first name:		
Address:		
Postal code, city:		
Country:		
Banking details	IBAN:	
	BIC/Swift:	Bank Name:
	Street:	City:

Please note, if the bank is outside the EU the Bank address is needed for procession of the payment.

Tax no. (A: purchase tax; CH: not applicable)		
Invoice Date and No.:		

**1. accreditation procedure:**

Project Number:		
Higher education institution:		
Date of the assessment:		
<b>Program accreditation</b>		
Procedure type	Number of the study programs in the cluster (if applicable)	Expense allowance (stated within expert request)
		€

Please note the Expense allowance was stated in the initial request for expert services. Payment is due after the accreditation procedure is discussed in the applicable commission.

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## 2. Travel expenses<sup>1</sup>

(train, flight, public transport, taxi, car (mileage allowance: € 0.35))

	€
	€
	€

## 3. Reimbursable expenses<sup>2</sup>

(room and board, car park, other costs)

	€
	€
	€

+ VAT (if liable for VAT)

€

**Total amount<sup>3</sup>**

€

I hereby confirm that in making my travel arrangements I have taken the **travel guidelines** and into account.

\_\_\_\_\_  
Place date    Signature

<sup>1</sup> No further value-added tax may be charged for booked flights/train journeys, unless the amounts are the net amounts indicated on the invoice or calculated on the basis of a mileage allowance. Incorrectly issued invoices are amended accordingly. The same applies to reimbursable expenses.

<sup>2</sup> see footnote 1

<sup>3</sup> Please note that we are only able to reimburse your expenses if you submit the original receipts for the amounts invoiced. Please submit explanations regarding the travel costs and ancillary costs on a separate sheet.

## FIBAA Travel Guidelines 2021



### 1. Organisation of the trip

Travel expenses include all costs from the place of residence and return. After completing a FIBAA assignment, travellers must embark, wherever possible, on the same day, provided the place of residence or the next destination can be reached until 24:00.

### 2. Travel arrangements

For cost-efficiency and in regard of the accounting process, the reservation and payment of travels (airline tickets, train tickets, car rentals and hotel accommodation) are made exclusively by the FIBAA office. Exceptions have to be justified and have to be arranged with FIBAA in advance.

#### FIBAA

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When planning and booking a trip, regard must be paid to the principles of cost effectiveness and frugality. Bookings should happen as soon as possible to allow special conditions (early booking savings, budget prices) if applicable.

For changes or cancellations, please use the same procedure as for the reservation: Cancellations must be notified without undue delay to the FIBAA office. Unused or only partially used travel documents must be returned without undue delay to the FIBAA office.

Travellers who have made their own reservations must take any reductions in costs into consideration. Travel expenses will not be reimbursed if a gratis means of transportation was used.

#### 2.1 Travel by rail

As a rule, when travelling by Deutsche Bahn and other railway companies, the costs of a ticket in 2nd Class are reimbursed. Budget prices tied to a certain train should always be used if the time of travel can be scheduled concretely.

#### 2.2 Travel by air

For any flight FIBAA will reimburse the costs of an Economy Class ticket of the airline with the lowest price.

#### 2.3 Travel by car

For travels undertaken with a private car, a mileage allowance will be paid. The allowance amounts to EUR 0.35 per kilometre of the travelled distance. For the whole business trip there is a maximum allowance of EUR 200 or the amount of respective train ticket.

#### 2.4 Rental car

In exceptional circumstances, rental cars may be used as a means of transportation if the rental of a car is cheaper than other means of transportation or if the destination is difficult to reach. The FIBAA office must be consulted prior to booking a rental car.

#### 2.5 Public transports and use of taxi

FIBAA requests that - whenever possible - public transport must be used (trams, buses, rapid transit trains). The use of taxis is permitted in justified cases. Taxi trips before 6 am and after 10 pm do not need justification.

© FIBAA (last updated: March 2021)

### 2.6 Hotel accommodation

As a rule, any hotel accommodation required as part of an assessment will be booked by the FIBAA Office.

### 3. Reimbursement of travel expenses

Travel expenses must be invoiced by means of the FIBAA Billing Statement provided for this purpose or by means of a formal invoice. It is indispensable to submit the original receipts and to submit a separate billing statement for each individual site visit. "Collective statements" covering several site visits will not be accepted. The costs will be reimbursed by bank transfer.

Travel allowances received by travellers ex officio from a third party in connection with a business trip must be set off against the travel expenses to be reimbursed.

#### 3.1 Travels by air and rail

If a traveller has booked an airline ticket himself, the original receipt of the airline ticket or the airline invoice as well as the boarding pass must be submitted together with the billing statement for the travel expenses. The same applies to travels by railway.

#### 3.2 Travel by car

The mileage allowance is to be calculated on the basis of the shortest, standard traffic route. The distance travelled is to be specified in accordance with the mileage reading of the car and with a proof of the route calculation of a common online route planner.

#### 3.3 Public transports and use of taxi

When public transport has been used, the stamped original tickets must be submitted. Transport by taxi will be reimbursed against submission of the original receipt.

#### 3.4 Accommodation

If an overnight stay is required (see in this regard, Section 2. Organisation of the Trip), the costs incurred will be reimbursed to the extent required.

#### 3.5 Time limit

The request for reimbursement of travel expenses must be filed with FIBAA within 6 months after the end of the trip.