

Information sheet on the payment of travel and overnight accommodation expenses by the Service Agency of One World (SKEW)

1) Payment of travel expenses within Germany

- Rail journeys with Deutsche Bahn (2nd class) – costs for the purchase of a railcard will not be reimbursed.
- Costs for flights within Germany can only be met subject to prior approval/booking by the *Service Agency*.
- International flight – Flight tickets (economy class) will be booked exclusively by the *Service Agency*.
- Journeys to and from the airport/railway station in Germany will be organised by the participant (hereinafter referred to as the 'PA') him-/herself.
- If a car is used the following rule applies: €0.20/km (max. 650 km/€130.-). Proof must be submitted that the most direct route was taken. According to the German Federal Travel Expenses Act only distances rounded down to the nearest kilometre may be reimbursed.
- Parking fees of up to €15.-/day may be reimbursed.
- Accommodation in Germany: max. €80.-/night including breakfast.
- Costs for taxis can only be reimbursed when justified, subject to the following rules: departure between 22:00 – 06:00, or for compelling business or health reasons.
- Costs for WLAN cannot be reimbursed.

2) Additionally, the following rules apply for the payment of travel expenses outside of Germany

- The *SKEW* will reimburse the costs of appropriate accommodation for the participant during the short-term assignment in the partner municipality after receipt of the travel expense accounts. The accommodation will be organised by the PA him-/herself, with the support of the partner municipality. Where board is provided free of charge this must be indicated.
- The *SKEW* will meet the costs for the PA's outward and return journeys as well as for all travel/journeys made within the partner country on official business.
- The coverage of any other costs must be discussed and agreed on with the project team in advance.
- Costs for climate-appropriate clothing cannot be paid.
- Costs for WLAN cannot be paid.

General rules

Travel expense accounts must be submitted by the deadline set by the relevant *Service Agency* team; notwithstanding that, they must be submitted to the *SKEW* by no later than up to 6 months after the end of the event.

Any private stays made by the participant prior to or following the official stay in the partner country must be organised and paid for by the PA him-/herself, and may not extend further than a maxim period of 5 working days before the beginning or after the end of the official business (excluding Saturdays, Sundays and any public holidays).

A form will be provided for the travel expense accounts that must be submitted together with the official vouchers. This form must be completed in full and be clearly legible.