



## Indications<sup>1</sup>

### to reimbursement of traveling expenses for job interview

Current state: 01.09.2013

Candidates invited to a job interview can be reimbursed their traveling expenses.

1.
  - 1.1 Traveling expenses are reimbursed for regular means of transport up to the amount of the lowest class of travel (if travelling with Deutsche Bahn). Surcharges for rail traffic and seat reservations are not reimbursable. A BahnCard shall be used. If candidates from abroad travel by air they receive traveling expenses up to the amount of the lowest flight class.
  - 1.2 For the use of motor vehicles a payment of 20 Cents per kilometer – but not more than 100 € - will be granted.
  - 1.3 Traveling expenses at the place of residence and in Hannover will not be considered.
2.
  - 2.1 Necessary expenses for accommodation (without food) will be granted up to the amount of 50 € per night.
  - 2.1 Expenses for accommodation will not be granted for a private overnight stay.
3. If the travel begins at the temporary residence only the necessary expenses from/to the habitual residence will be granted.
4. Prerequisite for the reimbursement is that the benefits do not exceed the amount of 10 €.
5. Candidates need to apply for the reimbursement at the BGR travel management within 3 months after the end of the travel. The form can be received on the day of the job interview. All original supporting documents need to be enclosed.

<sup>1</sup> Legal basis: § 11 (2) Bundesreisekostengesetz (BRKG) and in Circular Letters BMWi Z A 3 – 13100/001 dated 23 August 2013.