



Information / Guide on the topic of travel expenses for interviews  
Von : Personalabteilung V2 / V23/R  
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### Leaflet for billing of travel expenses for interviews

With this sheet, the HR department wants to answer recurring questions on the subject of travel expenses for interviews.

Legal basis for the reimbursement of travel expenses is the BRKG (Bundesreisekostengesetz) as well as the recast of the rules on travel allowance for job interviews for the BMI (Bundesministerium des Inneren) and the business division of BMI from 20 June 2013.

Travel expenses for interviews will only be refunded if a written invitation to an interview is enclosed with the request for reimbursement.

In order to be able to settle your claim about reimbursement for the interview well and quickly, please fill out the application form completely and attach all original receipts.

If you need help with the application form, please don't hesitate to contact us. The travel office (E-Mail: [reisestelle@desy.de](mailto:reisestelle@desy.de)) will be happy to assist you.

Applicants, who are invited to a job interview or a selection procedure, are getting an allowance to the travel expenses, for journeys that begin on or after 1 July 2013. Please see the details below:

1. The cost will be reimbursed up to the amount of the lowest class of the Deutsche Bahn, when traveling by public transport. Surcharges and fees for seat reservations are not refundable. An existing rail card (BahnCard) is to use for the trip.

The costs for the use of IC / EC and ICE in the 2nd class are refundable in full. The surcharge for the use of the ICE-Sprinter is not refundable.

2. Flight costs for applicants from abroad will be reimbursed in the amount of the lowest flight class.
3. Travel costs by car are reimbursed with 20 cents per driven kilometer (up to a maximum limit of € 100).
4. Travel costs which incurred at the place of residence or at the place of interview will not be considered.
5. If travel from a temporarily place of residence begun (i.e. vacation), we can only consider the costs which would have occurred from your actual place of residence.
6. Proven necessary accommodation costs (excluding meals and other services) are reimbursed up to the amount of 50 euros.
7. Accommodation costs are not granted, if a private accommodation or a official accommodation be provided free of charge.
8. The grant to the travel expenses will only be granted if the above Total benefits exceed the amount of 10 euros.
9. The grant to the travel expenses must be submitted within a period of 3 months after completion of the journey.