



Travel policy

This travel policy regularizes the reimbursement of travel expenses within Germany related to an activity for the TMF and for which the TMF has agreed on the absorption of costs in advance. Travel expenses between residence or place of employment and TMF venue are, as a matter of principle, refundable.

This travel policy is based on the regulations of the German Travel Expenses Act (Bundesreisekostengesetz, BRKG) and general administrative regulation for the Federal Travel Expenses Act (BRKGVwV), each as amended.

Refunds must be requested by using the provided TMF form within 12 weeks after completion of travel. An essential requirement for the refund is the presentation of the original documents, or with the appropriate evidence.

§1 Travel expenses

Costs incurred for traveling by air, land or water with frequent connections will be reimbursed up to the amount of the lowest class of carriage. Expenses of a higher class may be reimbursed if this is necessary and approved in advance.

a) Rail travels

Train rides 2nd class will be refunded including surcharges and booking fees.

Train rides 1st class will be refunded up to the cost of a train ride 2nd class.

Holders of the "BahnCard 50 First" will be reimbursed 100% of the actual costs of the train ticket 1st class.

The cost of a BahnCard can't -not even partial- be refunded. When using a BahnCard 100 no travel costs (not even in notional amount) can be refunded.

b) Air travels

If using an aircraft for business or economic reasons, the cost of the lowest class of travel will be reimbursed. TMF office may check the above reasons.

Early Saver fares can be reimbursed up to 60,- Euro, even if the flight couldn't be taken on short notice for official business reasons. In such a case the reimbursement may be reimbursed in addition to the actual costs incurred.

c) Taxi or rental car use

Costs for the use of taxis and rental cars will be reimbursed only if there are proper reasons.

The traveler is obliged to explain the reasons for the use of a taxi/rental car in the travel expense report.



Proper reasons for using a taxi are for example:

- if it's unreasonable for the traveler to take along the necessary luggage with public transportation;
- if public transport does not operate
- if the taxi ride takes place between 23.00 clock to 06:00 clock;
- health reasons
- if several people are using a taxi together, which reduces and travel costs per person, compared to using public transportation

Being unfamiliar with the area and adverse weather conditions are no valid reasons.

Proper reasons for car rentals are given when regular means of transport can't be used to complete the official business or when the travel cost per person is cheaper due to a group ride, compared to the use of public transport.

Basically, any costs incurred in connection with the rental of a motor vehicle of the lower middle class (e.g. VW Golf) can be reimbursed.

If there is no valid reason, the reimbursement depends on the mileage allowance. The indication of the number of driven kilometers is needed.

d) Mileage allowance

The amount of EUR 0,20 per kilometer is granted for routes travelled by a motor vehicle, limited to a maximum of EUR 130.00 for the entire journey.

Parking fees will be reimbursed up to EUR 24 per day. The refund of pricier parking charges is only possible in exceptional cases.

If traveling by motor vehicle is required and approved in advance, a mileage allowance of up to EUR 0,30 per kilometer is granted, without limiting the recoverable amount.

All further costs in connection with the use of the motor vehicle, such as parks and ferry fees, may be reimbursed in such a case.

§ 2 Accommodation expenses

Necessary, actually incurred accommodation costs will be refunded if:

- (a) an amount of 84,- Euro (including breakfast and VAT) is not exceeded, or
- (b) TMF has recognized accommodation costs as reasonable beforehand or even booked for the person traveling
- (c) the traveler booked a room from a hotel-allotment, specified by TMF.

In other cases, the inevitability of the costs incurred is to explain and prove.

§ 3 Daily allowance

Subsistence expenses are not refundable. A daily allowance will not be paid.

§ 4 Combination with private travel

If business trips are associated with private travel, the travel allowance is such as if only the business trip had been carried out.



§ 5 Arrival or departure from or to a third location

If the traveler doesn't start or finish his travels to or from a TMF-venue from his residence or place of employment, the amount of costs that would have incurred if the journey had started or finished between home or place of employment and TMF-venue can be refunded.

Additional costs can be covered in a reasoned individual case.

§ 6 Cancellation and rebooking costs

Cancellation and rebooking costs are only covered if the office of the TMF was responsible for the cancellation of the appointments.

On application, TMF may also absorb costs of cancellation and rebooking.

§ 7 Incidental expenses

Other necessary expenses will be paid upon proof as incidental expenses. It is crucial that the costs are related causally and directly with TMF activities. In addition, there must have been unavoidable reasons for the amount.

§ 8 Journey abroad

For trips abroad this travel policy applies accordingly in principle. However, the reimbursement of the respective travel expenses must be reviewed and approved prior to travel by the office of TMF.

§ 9 Responsibility

The office decides about claims for reimbursement in accordance with this travel policy.

In contentious issues, the board of directors will decide.