**Information for guests regarding travel expenses**

As a publicly funded research institute, we have to follow the provisions of the German Federal Travel Expenses Act (Bundesreisekostengesetz). This act regulates what can be reimbursed.

***Transportation to and from the airport/train station to the institute***

Please use only public transportation to get to and from the airport/train station in your city of origin and in Hamburg. Taxi expenses can only be covered in exceptional cases:

* urgent business or personal reasons (e.g. state of health)
* regular public transport services are delayed, suspended or not given
* journeys between 10 p.m. and 6 a.m.

If any of the above cases apply, please add a corresponding note upon submitting the taxi receipt

***Flights***

We will reimburse economy tickets. As for prices, please contact the appropriate office of your host for further details

***Train***

Only second-class tickets will be reimbursed.

***Use of private cars (limited reimbursement)***

For the use of cars or other motor-operated vehicles, we can reimburse a payment of € 0,20 per kilometer up to a maximum of €150,- for the round trip. In addition, we can pay parking fees up to a maximum of € 10,- per day. Please note that we do not assume any liability for property damage.

***Hotel/ DESY guesthouse***

The Max Planck Institute has special-rate contracts with hotels in the vicinity, where we will make a reservation for you, usually including breakfast.

Furthermore DESY offers accommodation in their guest houses on the campus. For further information, please visit: https://welcome-services.desy.de/hostel\_in\_hamburg/index\_eng.html

If you have private accommodation in Hamburg, we cannot offer you any compensation.

***Reimbursement***

We can only process claims for reimbursement of travel expenses that are submitted within 6 months after the completion of your trip to Hamburg, accompanied by complete supporting documentation (travel expenses statement, boarding passes, invoice of the flight/train costs, bus tickets, taxi receipts - all original documents). Please note: if you have an e-ticket, please make sure to make a printout of the boarding pass or train ticket.