



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 questhouse

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.

