



### Information for guests whose travel expenses will be reimbursed by the University of Jena.

You were invited to stay at the University of Jena as a guest. In this context, the University has agreed to reimburse your travel expenses based on Thuringian travel expenses legislation. This information sheet covers the most important details to bear in mind. It is your responsibility to familiarize yourself with the regulations in place. If you have any questions or concerns, please do not hesitate to contact the inviting unit of University Jena, which will be glad to support you.

- You must claim your expense in writing (Invoicing Form for Expenses / Service Fees) preferably as pdf document via E-Mail to [rechnungseingang@uni-jena.de](mailto:rechnungseingang@uni-jena.de), alternatively to Friedrich Schiller University Jena, Division 2 - Finances and Purchasing, Leutragraben 1, 07743 Jena, no later than **three months after your business trip ends**. This period begins on the end date of your business trip. It is a so-called 'preclusion period', which means that if you miss this deadline, you lose your legal entitlement to reimbursement of your travel expenses. No exceptions to this rule are possible.
- If you **travel by train** or use **local public transport**, we will only assume costs for the lowest class.
- If you use your **BahnCard 100**, we cannot offer any reimbursements on a pro-rata basis.
- The use of taxis and hire vehicles must be reasonable and/or justified by the guest or host institution upon request. Taxi journeys should be limited to short distances.
- If you are planning to use a private vehicle, we will reimburse your mileage expenses at €0,20/km (without justification) or at €0,38/km (with justification) respectively.
- As a general rule, we will only reimburse flight expenses for the lowest travel class. Any exceptions must be duly justified (e.g. for health or physical reasons). Expenses for German domestic flights are only reimbursable in exceptional circumstances. Please make sure you contact your hosting faculty, unit, or department in advance.
- Hotel price ceilings are specified in the so-called Städtekatolog (city catalogue), see ThürRKGvV zu § 7. For instance the hotel ceiling for Jena is set at €80,00 per night (100 € per night valid from 01.09.2024).
- Please note that your guest stay should not be combined with private travel as the University will not be able to accept any related costs.

We hope you have a lovely trip!