

Notice of regulations governing travel allowance for journey to interview (domestic and foreign) in the Fraunhofer-Gesellschaft

Any travel allowance must be applied for within 3 months of completion of the interview. The legal basis for this regulation is the system adopted by the Federal Ministry of the Interior (BMI) from June 20, 2013.

Rail / air travel:

For regularly scheduled rail travel, only the price of the least expensive class of travel may be reimbursed. Additional charges for rail or seat reservations will not be refunded and discount cards must be used where available. Candidates flying in from abroad will be reimbursed for flights at the rate of the least expensive class of travel.

Automobile:

Drivers may be compensated at a rate of 0.20 euro per kilometer for the distance covered, up to but not exceeding a total of 100 euros.

Driving costs accrued in an individual's place of residence or the place of interview will not be reimbursed.

Accommodation:

Accommodation may be reimbursed up to a maximum amount of 50 euros per night, excluding meals or other services, provided the need to stay over can be justified.

Overnight stays in private households or in officially provided accommodation offered free of charge will not be reimbursed.

In general:

If the travel in question commences in a place of temporary residence (such as a holiday destination), only the necessary expenses incurred traveling to/from an individual's place of residence will be reimbursed.

A travel allowance will be granted only if the total payout is in excess of 10 euros once the above regulations have been applied.

In order for a travel allowance to be considered, original documents and receipts must be submitted to the accounting office.