

# **Guidelines for the Settlement of Travel Expenses at Gesellschaft Deutscher Chemiker e. V.**

**for**

## **Commissioned Travellers Working on a Voluntary Basis**

The following regulations will enter into force from 1 January 2025:

### **1. Principle of Reimbursement of Travel Expenses**

Travel expenses will be reimbursed for GDCh commissioned travellers working on a voluntary basis.

Commissioned trips are trips that are carried out in the interest of the GDCh and serve to fulfil tasks for the GDCh. Passive participation in meetings or other GDCh events does not generally constitute a commissioned trip. The amount and scope of the reimbursement are determined by the following guidelines.

In general, commissioned travel must be carried out and invoiced in accordance with the principles of economy and appropriateness.

If a business trip is combined with a private trip, this must be indicated in the travel expense report. Please note that in certain cases, the private part of the business trip may overlap with the business part and therefore the business part cannot be reimbursed for tax reasons. Please contact us in such cases, as it is very important to us that we can work out an amicable solution.

### **2. Settling Travel Expenses**

The travel expenses for the commissioned trip will be settled using the corresponding GDCh travel expenses form. The travel expenses form must be presented within two weeks of the end of the trip or submitted in the manner provided for this purpose. The expenses must be attached to the travel expense report in PDF format only.

Expenses can only be reimbursed upon presentation of a receipt. In exceptional cases, personal receipts are also recognised if there are special reasons (e.g. loss), provided they are small amounts of up to around 20 euros.

### **3. Choice of means of transport**

The intended means of transport must be selected on the basis of economic efficiency and specified in the travel expense application. Public transport should be used first and foremost. The use of an aeroplane, a hire car,

a company or private vehicle or a taxi requires a separate application by the traveller.

#### **4. Air travel**

Domestic travel by plane is only permitted in exceptional cases, e.g. if it is necessary for business or compelling personal reasons or if the cost of flying is cheaper than using public transport.

As a rule, the most cost-effective offer should be selected (economy class). Any deviations must be agreed in advance with the office.

For flights of up to six hours, we accept economy class.

If the flight time is less than 6 hours and there are special circumstances (e.g. disability or Nobel Prize winner as speaker), a business class flight is available on request.

If the flight takes at least six hours, a higher class of transport (higher than economy class) can be reimbursed on request.

The application for reimbursement of flight costs above economy class must be submitted to the Managing Director Dr Kinzel ([t.kinzel@gdch.de](mailto:t.kinzel@gdch.de)) or the commercial director Mr Kilz ([y.kilz@gdch.de](mailto:y.kilz@gdch.de)) in writing by e-mail. When making your enquiry, please also send to [abrechnungsstelle@gdch.de](mailto:abrechnungsstelle@gdch.de) as these documents must be archived by the accounting department.

#### **5. Rail travel**

As a rule, travel costs with the Bundesbahn are reimbursed for 2nd class. The use of 1st class is possible in justified cases. If the use of a rail card (Bahn-Card) is expected to lead to savings, the GDCh will cover the costs of a 2nd class Bahn-Card. In this context, a forecast calculation must be prepared; we will provide the relevant documents, please contact us.

#### **6. Hire car**

The use of a hire car is only possible in justified exceptional cases (e.g. cost savings, inconvenient access to the destination). Please clarify the hire of a vehicle with the office beforehand.

#### **7. Taxi**

Taxis may only be used in exceptional cases, e.g. if public transport is not available, if there are serious time constraints or if there is an exceptional luggage situation.

#### **8. Private cars**

The use of a private car is only authorised if it is cheaper than using public transport or is necessary for special reasons. Remuneration is based on a flat rate per kilometre currently amounting to EUR 0.30 (in accordance with the German Income Tax Act).

## **9. Costs for overnight stay**

The costs for the overnight stay will be reimbursed. Please ensure that the invoice address of the accommodation receipts is made out to the GDCh office, which is as follows: GDCh e.V., Varrentrappstraße 40-42, 60486 Frankfurt.

In the case of private accommodation, 20 euros per night can be reimbursed even without a receipt. Please make a note of this on your invoice.

The actual hotel costs for bed and breakfast will be reimbursed insofar as they comply with the principle of economy and are reasonable. Experience has shown that the cost of an overnight stay ranges from 110 to 150 euros, sometimes even less, depending on the location.

## **10. Per diem allowances**

Per diem allowances (flat-rate meal allowance) are not reimbursed.

## **11. Ancillary costs**

Incidental costs for telephone, internet, parking fees etc. will be reimbursed if the utilisation was necessary for business purposes.

## **12. Travel expenses for plenary speakers and award winners**

The reimbursement of travel expenses for a plenary speaker or a prizewinner is to be taken from the guidelines provided for this purpose. If required, please contact the commercial director, Mr Kilz, on e-mail [v.kilz@gdch.de](mailto:v.kilz@gdch.de).

Questions?

If you have any queries, please contact your clerk, as there are often special features to consider. If you cannot reach them, please send an e-mail to [rechnungseingang@gdch.de](mailto:rechnungseingang@gdch.de) and we will be happy to help you.

Frankfurt am Main, 16 October 2024

Dr Tom Kinzel  
(Managing Director)