

Information about reimbursement of travel expenses for job interviews¹

Candidates invited to a job interview can apply for reimbursement for their travel expenses.

1.

1.1 Travel expenses will be reimbursed for regular means of transport up to the amount of the lowest class of travel (if travelling with Deutsche Bahn). Surcharges for rail traffic and seat reservations are not reimbursable. A BahnCard should be used.

Candidates from abroad travelling by air will receive a reimbursement for their travel expenses up to the amount of the lowest flight class.

1.2 Candidates using a motor vehicle will be reimbursement with 20 Cents per kilometer – but not more than 100 €.

1.3 Travel expenses at the place of residence and in Hannover will not be considered.

2.

2.1 Necessary expenses for accommodations (without food) will be granted up to the amount of 50 € per night.

2.2 Expenses for accommodations will not be granted for a private overnight stay.

3. If the trip starts at the candidate`s temporary residence only the necessary expenses from/to the habitual residence will be granted.

4. Basic prerequisite for the reimbursement is that benefits do exceed the amount of 10 €.

Candidates need to apply for the reimbursement at the BGR travel management within **3 months** after the end of the trip. The application form can be received on the day of the job interview. All supporting documents need to be enclosed as original copies.

¹ Legal basis: § 11 Abs. 2 Bundesreisekostengesetz (BRKG) and circular of BMWi Z A 3 – 13100/001 08/23/2013