Guidelines for Reimbursement of Travel Expenses to Software Campus Events

Booking & Travel

Important note: Please read the following guidelines carefully.

Transportation and accommodation that are not booked in accordance with the following rules may not be eligible for reimbursement. Software Campus is funded by public resources provided by the German Federal Ministry of Research, Technology, and Space. As such, detailed documentation of all expenditures is required. These rules are mandated by the Ministry and are not determined by the Software Campus team.

If you have any questions regarding these rules, please refer to the FAQ on expense reimbursement or reach out to the Software Campus team directly: info@softwarecampus.de.

As a general rule for all travel expenses, cost-effective option should always be chosen.

Eligible expenses:

Transportation:

- 2nd class train tickets (preferably Sparpreis or other discounted options; but Flexpreis is fine as well, also a seat reservation).
- Public transport during the event.
  A travel pass covering a period longer than the event may be purchased, provided it does not cost more than buying individual tickets for the event’s duration.
- Flights: We encourage you to consider eco-friendly options for all travel (train, bus or car), if costs do not significantly exceed plane ticket prices.

Accommodation:

- According to the Bundesreisekostengesetz (Federal Travel Expenses Act), the standard rate for one night's accommodation in Germany is €70. We are aware that for certain locations and periods, these indicative prices may not be possible. We ask that you book accommodation priced between €80 and €120. For any accommodation costs exceeding €120 per night, please obtain prior approval from the Software Campus team before booking (send screenshots as proof – in a single pdf with receipts, see paragraph on Circular below).

<u>Participants from DFKI and Fraunhofer Institutes:</u> Please book through the institute's internal travel cost center, we will be billed for the costs, you do not submit them to us. Please follow your travel policy accordingly.

⚠ **Important Notes:**

- If you wish to **extend your stay** (before or after the event), the ticket price of your transportation must **not exceed** the cost of a standard ticket for the event dates. A **screenshot** of the ticket comparison is required and has to be added to your receipts (see paragraph on Circular below).
- **All or nothing** principle: Only full amounts on receipts/invoices can be reimbursed, not partial amounts (e.g. costs for a 1st class Deutsche Bahn upgrade cannot be covered privately)
- **Prior approval required** for:
    - Hotel costs exceeding 120 euros
    - Travel by car (a mileage allowance is granted in accordance with the German Federal Travel Expenses Act (BRKG). This amounts to 20 euro cents per kilometre travelled, up to a maximum of 130 euros.) Costs above this maximum price cannot be reimbursed.
    - Arrivals from abroad (research stay, participation in a conference, other personal reasons)
    - Taxi rides.

For approval: please send screenshots comparing travel expenses for the different options considered via mail to info@softwarecampus.de and after approval add to your pdf (see paragraph on circular below).

Billing Address

Please ensure this address is on receipts that require an invoice address: transportation by train & accommodation:

Talentik GmbH / Software Campus

Salzufer 15/16

Kesselhaus

10587 Berlin

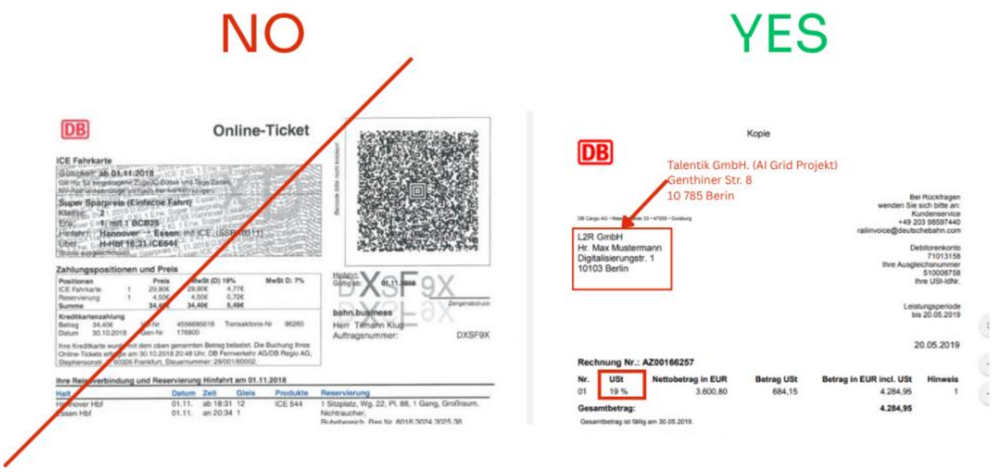
Booking portals and VAT Requirements

- Receipts from international booking platforms (e.g., Expedia, Hotels.com) may not include VAT, making them ineligible for reimbursement. Please make your reservation directly with the service provider (hotel or transportation company).

- VAT (Mehrwertsteuer) must be clearly stated on invoices.

- When booking via Airbnb, please specify that the reservation is for a business trip and include the company name and address. Include the VAT number if necessary - VAT ID DE 276949050

- Deutsche Bahn no longer displays VAT on tickets. You must download a separate receipt from your DB account and submit it via Circula. Make sure to add our address before issuing it, it cannot be edited.



Receipts

- Only original receipts are accepted (public transport tickets, payment confirmations are NOT sufficient).
- Boarding passes & booking confirmations are NOT valid receipts.
- Keep all original receipts for submission as A refund can only be made on the basis of receipts. Digitally issued receipts do not need to be printed.

Reimbursement

Reimbursement is handled via the Circula travel expense tool. You will receive an invitation to submit your receipts once the event is over.

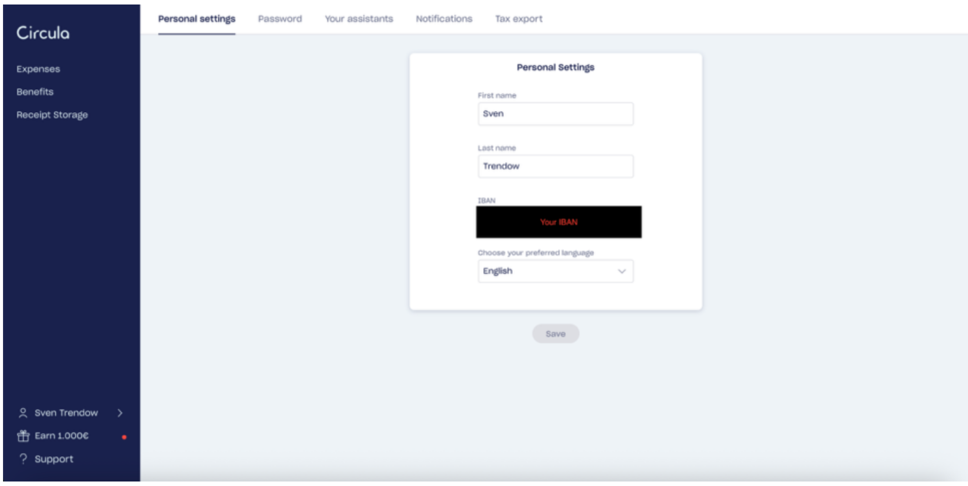
Before submitting your travel documents for reimbursement, please ensure the following:

- ✓ Have you entered your IBAN?
- ✓ Is VAT clearly indicated on all receipts (hotel, train, bus, public transportation)?
- ✓ If a billing address is required, have you used our official Talentik address and not your private one?

If any of these conditions are not met, please do not upload your documents yet. Submissions that do not comply will be rejected, resulting in unnecessary delays and additional work for our team.

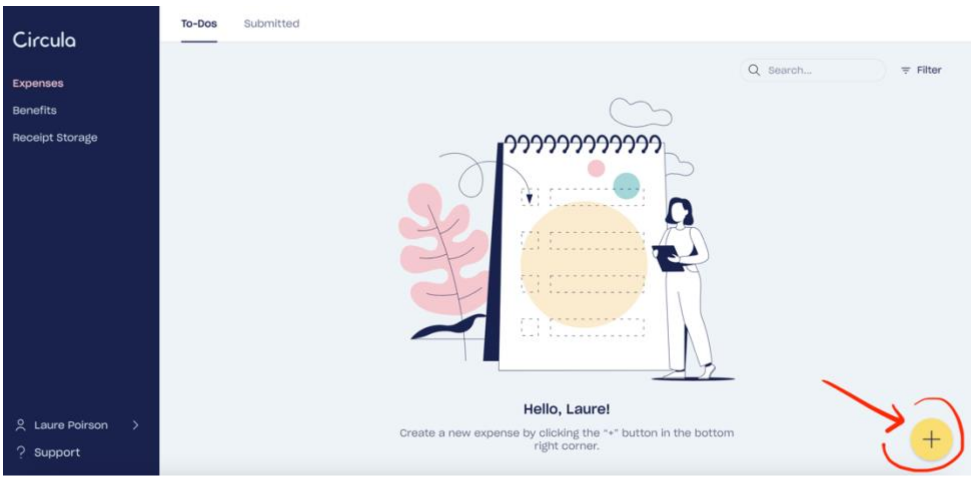
Steps for Submission

1. **Enter your bank details**
    - Go to Account > Personal Settings and enter your IBAN.
    - You can also choose your preferred language (German, English, Czech, Slovak)



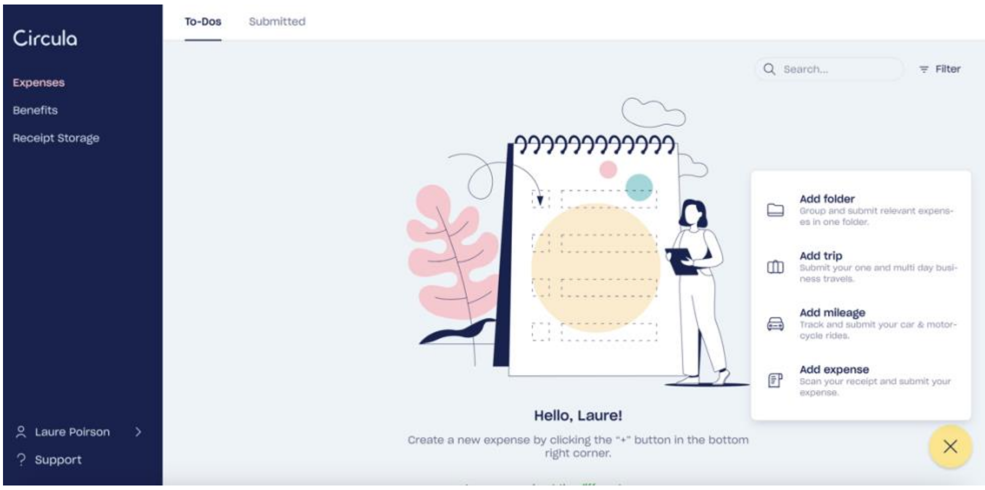
2. **Prepare your receipts and supporting documentation**
    - Use digital receipts or scan printed ones.
    - If providing explanations or screenshots, combine them into a single PDF-document per expense *(*e.g., page 1: scanned receipt, page 2: explanation/screenshots – You can use this word template to prepare the pdf*).*

3. **Submit your expenses**
    - Click the yellow plus to start submission.



    - If submitting one receipt, click "Add expense" and upload. Do not use "Add trip" or "Add mileage", only "Expense".

- If submitting multiple receipts (e.g., hotel + train), click **"Add folder"**, name it, and upload all relevant receipts as PDF (see above)



- After uploading, Circula scans the details—please verify and complete:
  - Project: Software Campus
  - Purpose (**here** you can add commentaries on the receipt):
    e.g., Kickoff / Summit / Training and e.g. price for hotel exceeded 120 €, but was accepted by Software Campus Team via email

4. **Finalize Submission**
   - Click "Submit".
   - Track your request under "Submitted" and receive status updates via email.

5. **Sending Original Receipts**

After submitting in Circula, send your original receipts by post to:

Talentik GmbH / Software Campus

Salzufer 15/16

Kesselhaus

10587 Berlin

⚠️ **No receipts = No reimbursement!**

Submission Deadline

📌 Submit all receipts within 4 weeks after the event!

Feel free to contact info@softwarecampus.de with any questions.