

Travel Reimbursements for Participants

You are eligible to claim up to €140 for your travel expenses. If your total travel costs exceed €140, we can reimburse a maximum of €140.

Please note that you will need to cover your travel costs upfront and submit all receipts after the conference.

Required Documents

Depending on your mode of transport, please submit the following:

- Flights: Invoice or booking confirmation + boarding passes
- Train/Bus: Ticket and invoice showing the traveler's name and price
- Taxi: Receipt with starting and ending points (only reimbursable in justified cases, e.g. no public transport available or safety reasons)

Please keep all receipts, booking confirmations, boarding passes, and tickets — without them, we unfortunately cannot reimburse you.

What qualifies as an invoice?

Invoices up to €249.99 must include:

- Name and full address of the issuer
- Invoice date/date of purchase
- Description of goods/services
- Total amount and tax rate

Invoices from €250.00 and above must also include:

- Name and full address of the recipient
- Invoice number
- Net amount, tax rate, and total amount
- Issuer's tax or VAT ID number
- Date of delivery/service



Questions?

If you have any questions, please contact us:
events@schwarzkopf-stiftung.de

We are happy to assist you!

Travel Reimbursements for Participants

Reimbursement Process

- After the conference, you will receive a **reimbursement form** by email.
- Please complete it and attach all required documents.
- If you paid in a currency other than Euro, please include a **screenshot from the Oanda currency converter** per booking from the **day of payment**.
- For receipts not in English or German, please add a **simple translation** (you can do this yourself).
- If your bank account does not use the IBAN/BIC system, please provide your **account number, SWIFT code, and bank name**.

General Travel Rules

- Your trip should **start and end at the same location**. Exceptions (e.g. family home, second residence, emergencies) must be approved before booking. If you start or end your trip at a different location, you must also save and submit a price comparison (e.g., screenshots of the ticket price from your home location versus the actual departure/arrival location on the same day)
- Travel should be cost-effective and efficient – please choose the cheapest available option.
- **Train or bus travel** is encouraged. Please book second-class tickets only. Seat reservations are not reimbursable.
- Flights should only be booked if train or bus travel is not feasible, and must be economy class.
- **Add-ons** such as travel insurance, seat selection, or extra luggage are **not reimbursable** unless explicitly pre-approved. If only a small personal item is included in the fare, the booking and reimbursement of one carry-on cabin bag is permitted.
- Taxis are only reimbursed in exceptional cases and require justification.
- For participants traveling from outside Berlin, arrival is on the day before the conference and departure is on the day after the conference. If you wish to travel on different days, please contact us before booking, as this must be approved in advance.



Questions?

If you have any questions, please contact us:
events@schwarzkopf-stiftung.de

We are happy to assist you!