



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

MOMENTE
Mentoring Programm der Medizinischen Fakultät für exzellente
Nach Nachwuchswissenschaftlerinnen und Nachwuchswissenschaftler



Guidelines for Claiming Business/Conference Travel Expenses - Mentoring Program MOMENTE of the Faculty of Medicine

Before the trip:

- Please submit the MOMENTE application- and reimbursement form to the dean's office to apply for the trip. Additionally, a justification for the necessity of the trip has to be submitted. A written authorization of the mentor is necessary.
- Please note, that an additional business travel authorization [F70](#) is required.

After completion of the trip:

Please submit the following documents to the dean's office:

- All original receipts.
- Original of the travel authorization [F70](#).
- Original of the application for the reimbursement of travel costs [F71](#).
- A cover letter including a detailed cost report and the total sum.
- Documentation must be submitted to deans' office no later than two months following completion of the trip.
- Receipts should be organized, and if necessary, taped to a DIN A 4 sheet of paper.
- When submitting online reservations, an evidence on paper and a proof of payment is required in the form of a credit card receipt or account statement, for example.
- In case of a trip by plane including a private stay, please attach a comparable flight offer to the official matter, otherwise only 50% of the flight costs can be reimbursed.
- If the respective institute partially reimburses the costs, please submit both invoices simultaneously to the institute and the dean's office. Invoices should include a note which costs are paid by the institute and the mentoring program, respectively.

The following business trip expenses can be reimbursed

- Only 2nd class train tickets will be reimbursed. Flights will be accepted only if they are cheaper than travelling via train, or if a train journey is not possible.
- Registration costs for a congress or a similar event.
- Hotel costs (please note that the daily maximum, according to the general administrative rules, for German cities smaller than 300,000 inhabitants is 90 €, and for larger cities is 120 € per night per room). If the nightly hotel costs exceed these limits and the mentee was unable to book a less expensive room (for example during trade fairs and similar) it is possible that higher costs might be reimbursed, a proof is necessary.
- The daily maximum of hotel costs abroad are different. The ministry of finance publishes daily maxima for different countries. If hotel costs are higher than specified by the ministry of science, please justify the higher costs.
- When travelling with your own private car, a flat rate according to the Bavarian travel expense law will be paid. When private cars are used, you must fill in form F86 when applying for trip permission to enable insurance coverage.
- Costs for visas and required immunisations.

The following costs are not covered

- Food and drink of any kind
- Daily flat rates
- Tip
- Gifts
- Travel insurance of any kind (including baggage insurance, trip cancellation insurance, etc.)
- Costs due to losses on currency exchange rates
- Costs for credit card payments or bank transfer costs

If a trip is expected to be very expensive, an advance can be arranged.

If this is the case, please submit following documents to the dean's office:

- Cover letter including a justification for the application of an advance
- Amount of requested advance.
- Business travel authorization.
- Copies of available invoices

As a maximum, 2/3 of the total travel costs can be granted as an advance.
The settlement of the advance must take place within six month.