

Information on Travel Expenses and Fees for Guest Speakers

1. General

- The total costs likely to be incurred must be determined and agreed **in advance** by the person submitting the request (i.e., the person who is inviting the guest speaker) and the responsible budget manager.
- The **guest speaker** should fill in the fields that are relevant to them. The form can be completed digitally. They must sign the form in the appropriate field to confirm that the details they have provided are accurate and complete and that these may be processed by the HFBK in accordance with the GDPR. The HFBK will not compensate the guest speaker in the case of any loss or damage incurred as a result of incomplete, illegible or inaccurate information.
- The **person submitting the request** is responsible for ensuring that the probable costs are assessed as accurately as possible in order to avoid exceeding the relevant budget.
- By signing the form, the **budget manager** confirms that the costs may be assigned to their budget.
- Where the total travel expenses are likely to exceed **1,000 euros (net)**, authorisation must be granted in addition by the Executive Board. **Proof** of the Executive Board's authorisation (e.g., print-out of an email) must be attached to the expenses claim.
- Costs can only be reimbursed for which the proof of payment is submitted.
- The **expenses and fee claim form** ("Abrechnungsformular") **MUST be completed** in order for the claim to be processed. This is a mandatory requirement. Travel tickets, fee payments, hotel receipts etc. can only be reimbursed if they are submitted together with the expenses claim form. A new claim form must be completed and signed for each invoice/receipt submitted separately, even though it is in relation to the same event.
- The person submitting the request should send the expenses and fee claim form, together with the proofs of payment, to the Planning and Steering Department via internal mail. If the proofs of payment can be clearly assigned to the guest speakers (e.g., hotel receipts, digital train tickets), the claim form and proofs can also be sent via email to hfbk-planung-steuerung@hfbk.hamburg.de. In this case, the completed and signed claim form should be included as an attachment in the email. Bus tickets, for example, cannot be clearly assigned (missing name/address).

2. Travel Costs

- Travel costs will be reimbursed in accordance with the Hamburg State Travel Costs Law (HmbRKG).
- Return travel costs (between speaker's residence and HFBK)
Travel costs will be reimbursed up to the amount of a **2nd class ticket with Deutsche Bahn**. If the traveller holds a BahnCard, they must use this to buy the ticket.
Flights will only be reimbursed if there are reasonable grounds for travelling by air, for example where a flight is better value for money. The grounds must be stated in writing.
Taxi costs will not be reimbursed, unless there is an exceptional reason why a taxi must be taken (e.g., a physical disability).
- Accommodation costs
Accommodation costs will be reimbursed up to an amount of **85 euros per person per night including breakfast**. Additional costs (e.g., telephone) will not be reimbursed. In exceptional cases, costs for an overnight stay exceeding 85 euros may be reimbursed if there are **reasonable grounds** for the additional expense. These grounds must be stated in writing.

3. Fee

- A fee of up to a **maximum 300 euros** may be paid to each guest speaker per day. Exceptions are set out in the “Guideline on Fees and Payments for Guest Speakers and Jury Members”.