

## FIBAA Travel Guidelines



### 1. Organisation of the trip

Travel expenses include all costs from the place of residence and return. After completing a FIBAA site visit, travellers must embark, wherever possible, on the same day, provided the place of residence or the next destination can be reached until 24:00.

### 2. Travel arrangements

For cost-efficiency and in regard of the accounting process, the reservation and payment of travels (airline tickets, train tickets, car rentals and hotel accommodation) are made exclusively by the FIBAA Office. Exceptions have to be justified and have to be arranged with FIBAA in advance.

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When planning and booking a trip, regard must be paid to the principles of cost efficiency and economy. Bookings should happen as soon as possible to allow special conditions (early bird discounts, budget prices) if applicable.

For changes or cancellations, please use the same procedure as for the reservation: Cancellations must be notified without undue delay to the FIBAA Office. Unused or only partially used travel documents must be returned without undue delay to the FIBAA Office.

Travellers who have made their own reservations must take any reductions in costs into consideration. Travel expenses will not be reimbursed if a cost-free means of transportation was used.

#### 2.1 Travel by rail

As a rule, when travelling by Deutsche Bahn and other railway companies, the costs of a ticket in Second Class are reimbursed. Budget prices tied to a certain train should always be used if departure can be scheduled at a fixed time.

#### 2.2 Travel by air

For any flight FIBAA will reimburse the costs of an Economy Class ticket of the airline with the lowest price.

#### 2.3 Travel by car

For travels undertaken with a private car, a mileage allowance will be paid. The allowance amounts to EUR 0.30 per kilometre of the travelled distance. For the whole business trip there is a maximum allowance of EUR 200 or the amount of the equivalent train ticket.

#### 2.4 Rental car

Under exceptional circumstances, rental cars may be used as a means of transportation provided the rental of a car is cheaper than other means of transportation or if the destination is difficult to reach. The FIBAA Office must be consulted prior to booking a rental car.

#### 2.5 Public transport and use of a taxi

It is required that, whenever possible, public transport services are used (i.e. trams, buses, rapid transit trains). The use of taxis is permitted in justified cases. Taxi trips before 6 am and after 10 pm do not need further justification.

### 2.6 Hotel accommodation

As a rule, any hotel accommodation required as part of a site visit will be booked by the FIBAA Office.

### 3. Reimbursement of travel expenses

Travel expenses must be invoiced by means of the FIBAA Billing Statement for Travel Expenses or by means of a formal invoice. It is indispensable to submit the original receipts and a separate billing statement for each individual site visit. "Collective statements" covering several site visits will not be accepted. The costs will be reimbursed by bank transfer.

Travel allowances received by travellers ex officio from a third party in connection with a business trip must be set off against the travel expenses to be reimbursed.

#### 3.1 Travel by air and rail

If a traveller has booked an airline ticket him-/herself, the original receipt of the airline ticket or the airline invoice as well as the boarding pass must be submitted together with the billing statement for the travel expenses. The same applies to travel by railway.

#### 3.2 Travel by car

The mileage allowance is to be calculated on the basis of the shortest standard traffic route. The distance travelled has to be specified in accordance with the mileage reading of the car and with a proof of the route calculation of a common online route planner.

#### 3.3 Public transport and use of a taxi

When public transport has been used, the stamped original tickets must be submitted. Transport by taxi will be reimbursed against submission of the original receipt.

#### 3.4 Accommodation

If additional overnight stays are required (see in this regard, Section 1. Organisation of the Trip), the costs incurred will be reimbursed to the extent required.

#### 3.5 Deadline

The request for reimbursement of travel expenses must be filed with FIBAA within 6 months after the end of the trip.

**Please note:** To claim the allowance please use the respective billing statement (not identical with the billing statement for travel expenses). Allowance payments can only be claimed after the respective session of the FIBAA Accreditation or Certification Committee.