



MEAL EXPENSES

We provide meal allowances according to the per-diem rates in [BStBl I 2022 of the Federal Republic of Germany, effective 1 January 2024.](#)

- **Eligibility:**
Available to event participants **who have signed** the attendance sheet.
- **Payment:**
Per diems serve as flat-rate allowances for meal expenses that we pay per day. Initial costs for meal expenses must be paid by you, receipts are not required. You can claim these per diems after your trip through the template "travel expense report" (this will be provided by us).
- **Rates:**
The rates are set by German law and change depending on where the program happens and if meals are given to the participants. The rate is lower on arrival and departure. So, for example, the per diem is €21 the day you arrive in & or the day you leave Czechia. For full days (if you stay 24 hours) you receive €32 per day for Czechia.
If the host provides meals, these rates will be reduced by a certain percentage:
 - 20% will be deducted for breakfast
 - 40% for lunch
 - 40% for dinner
- **Assistance:**
We will help you apply for these allowances by giving you the necessary forms. Feel free to contact us when needed.



TRAVEL EXPENSES

We reimburse the travel from your home to the hotel. You are free to choose your preferred mode of transport.

Train / Bus (booked by you):

- Reimbursement for second-class train or bus tickets directly related to the event.
- A Max of €350 for round-trip travel will be reimbursed.
- Assistance provided by the event organisation team to find the best solution.

Car (organised by you):

- Reimbursement of €0.30 per km for distances up to 200 km (one way).
- For longer trips, reimbursement covers only the equivalent second-class train fare.
- We don't reimburse the hire of a car nor parking costs.

Flight Tickets (booked by us):

- Flight and airport shuttle arranged and directly paid by us.



Please note: Flight tickets purchased by you will not be reimbursed!

REIMBURSEMENT POLICY **in a nutshell**

WHAT WE REIMBURSE

Everything
that is part
of the
programme



- ✓ **Train:** return 2nd class ticket (max. 350€)
- ✓ **Car:** €0.30 per km (for distances max. 200 km one way)
- ✓ **Travels** to hub, partners, train station or airport (that are part of the programme)
- ✓ **Flat rate/per diems** for meals (those that were not provided onsite)



Flight tickets will be bought directly by us.
We do not reimburse flight tickets bought by you.

i MEALS PER DIEMS

Per diems are **Flat rates** that vary according to the meals you receive onsite. Your event manager supports you and has sent you the excel template that you are supposed to use for reimbursement.



Per diem rate for Spain

- ✓ 27,20 € for a full day
if breakfast was provided
- ✓ 13,60 € for a full day
if breakfast & lunch was provided
- ✓ 23,00 € for Arrival & Departure day

REIMBURSEMENT POLICY **in a nutshell**

WHAT WE DO NOT REIMBURSE

Everything
not part of
our
Programme



- X Personal entertainment
- X Hotel expenses other than room fee and breakfast
- X Sightseeing
- X Travels on personal preferences that are not part of the programme
- X Flight Tickets bought by you
- X Costs of return train tickets that exceed €350
- X Car hire and parking expenses



Hotel fees: please be aware that we only pay your room, breakfast and tourist tax. All other costs apart from that (e.g. Minibar, damages, fines due to forbidden actions, luggage assistance, etc.) **will not be covered by us**, but by the participants themselves!

i Booking of Flights

We will **book the flights** for you according to your specifications. Please do not book a flight yourself because this won't be reimbursed by us.



Standard Economy

Checked baggage
Typically 23kg (50lbs)

Airport shuttle (train or bus)

TO DO'S

GUIDELINE Steps

BEFORE THE EVENT

Communicate your preferences of traveling to the location from home.



Contact the event manager for flight tickets or let them help you with booking train/bus tickets



DURING THE EVENT



Sign attendance sheet to verify your participation and to get reimbursed



Pay for meals yourself and claim your per diems later



Keep Tickets & Receipts of transportation, take a Maps-Screenshot with km if using a car

AFTER THE EVENT

Submit scan of tickets/receipts for reimbursement within 15 days

Submit Travel Expense Report that was sent to you by the Event manager





YOUR CHECKLIST

BEFORE THE EVENT

Round Trip: Home – Location

- Flight:** Coordinate with the event manager for flight arrangements.
Do not purchase flight tickets independently!
- Train/Bus:** Book your second-class train or bus tickets and keep it within the €350 for a round-trip.
- Car:** Calculate potential reimbursement (€0.30 per km for up to 200 km one way). Take a screenshot with km as a receipt.
 - Plan alternatives for trips that are over 200 km (e.g., second-class train fare).

DURING THE EVENT

Attendance Verification:

- Sign the attendance sheet to qualify for meal allowances.

Expense Documentation:

- Save tickets and receipts for second-class train or bus travel or Maps-screenshot for car.
- Gather all receipts, tickets/ mileage log, and bank statements as proof of payment.



YOUR CHECKLIST

AFTER THE EVENT

Submission

- Fill out the Travel Expense Report received from your event manager.
- Submit within 15 days of returning from the event:
 - the completed Travel Expense Report
 - Scans of tickets/mileage logs (Maps screenshot)
 - Proof of payment for tickets (bank details)

Review and Approval

The Finance Department of GFA Consulting Group GmbH will review your submission.

Approved payments will be transferred to the account you provide.

Non-Reimbursable Expenses

We do not reimburse expenses for activities not directly related to the event, such as personal entertainment, sightseeing or additional travels.

Please remember: We do not reimburse flight tickets!

YOUR CONTACT

YOUR EVENT MANAGER



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Project Assistant & Event Manager

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HAVE A FRUITFUL EXCHANGE!