

Information on the Travel Expenses Allowance for Travel to and from the Job Interview

1. Travelling expenses
 - 1.1. Regular transport services / rail travel

Expenses up to the rail fare for the lowest transport class of *Deutsche Bahn*, excluding surcharges and any seat reservation fee, shall be reimbursed. If the applicant has a *Bahncard*, this shall be used for travelling to and from the job interview.
 - 1.2. Regular transport services / air travel

Applicants travelling from abroad shall, in the case of air travel, be reimbursed for the airfare expenses in the lowest flight class.
 - 1.3. Use of a motor vehicle

A mileage allowance of 20 cents per kilometre driven, up to a maximum of 100 €, shall be granted.
 - 1.4. No reimbursement shall be given for travelling expenses arising at the applicant's place of residence or at the external place of the job interview (e.g. local public transport, taxi, journey to the railway station using the applicant's own motor vehicle).
2. Overnight accommodation expenses
 - 2.1. Necessary and proven overnight accommodation expenses (excluding board and other services) shall be reimbursed up to a sum of 50 € per night.
 - 2.2. An overnight accommodation allowance shall not be granted, if the applicant spends the night in private accommodation, or if accommodation that is officially free of charge is provided.
3. If the journey to the job interview begins at a temporary place of residence (e.g. at a holiday location), an allowance up to no more than the amount that would have arisen, had the journey be undertaken from/to the applicant's place of residence, shall be granted.
4. The travel expenses allowance shall be granted only if the sum thereof under these provisions exceeds an amount of 10 € in total.
5. The travel expenses allowance shall be applied for within 3 months of completion of the journey from the job interview. This is a cut-off period; i.e. an allowance shall only be granted, if it is applied for before this period expires.