Information sheet about the reimbursement of expenses incurred for an interview
Here: interview presentations (C2-C4) and interview trips (other academic personnel)
Legal foundation: announcement of the Bavarian Ministry of State for Finances from May 10, 2002

Upon application (with enclosed form) the following expenses can be reimbursed:

<table>
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<tr>
<th>Domestic Applicants</th>
<th>Foreign Applicants</th>
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**Transportation Costs**

1. The cost of the most inexpensive ticket for the most inexpensive regularly operating means of transport on the shortest travel distance from the city of residence to the city where the interview is located (typically the cost of a 2nd class ticket with the German Federal Railway) as well as in the city where the interview is located. Additional fees for the train are not considered. If the applicant is severely disabled, an exception will be made and transportation costs will be reimbursed as they are for business trips (1st class)

2. If the applicant travels with his or her own vehicle, 75% of 0.25€ per km will be reimbursed.

3. If traveling by plane, the resulting costs will be reimbursed up to the amount that would have qualified for reimbursement for traveling by land (see Nr. 1).

4. Travel expenses in the city of residence will not be reimbursed.

**Food Allowance**

An allowance will be granted in the amount of fifty percent of the permissible daily allowance for a business trip according to Bavarian travel cost law (BayRKG) provided that unofficial sustenance is supplied free of charge.

Bank call rate in accordance with BayRKG (100 percent)
- One-day: 15 €
- Multiple-day: 21.50 €

See the left column for the amount of reimbursement. For applicants who reside abroad, a food allowance can only be granted for the necessary duration of the stay in Germany. The commencement and termination of the interview trip are generally determined by the point of time at which the German border is crossed. If the applicant travels by plane, the time period of the trip will be determined by the point in time when the applicant first lands in Germany and the soonest possible departure time from the last airport in Germany.

**Accommodation Allowance**

In the case that the applicant must arrive the day before due to long distances or unfavorable transport connections, an allowance of up to 18.50 € will be granted (proof must be submitted). If the applicant receives official accommodation free of charge, no accommodation allowance can be granted.

For any necessary overnight stay in Germany, cost reimbursement will occur as specified in the policy to the left. (see left column)

The preceding regulations for the announcement of C2 or C3 positions are also valid for interview trips for other academic personnel.