Travel expenses reimbursement

Version 1.3 – April 30, 2015

1. Travelling for the TYPO3 Association

If you are travelling on behalf of the TYPO3 Association your travel costs are subject to reimbursement, according to the following conditions:

- the TYPO3 Association will reimburse your travel expenses from home to your destination and back
- a travel reimbursement will only be appointed after your travel, not before
- when you have made travel and/or hotel reservations, but you are not able to travel due to any unforeseen causes (like illness or urgent family matter), travel reimbursement will be granted based on a fair use policy
- if you can’t pay your travel expenses yourself, you can apply for a travel expenses advance by sending an email to the budget leader (depending on the budget) at the latest 2 weeks prior to the event.

2. Claiming the reimbursement

Remember to fill the claims for travel expenses no later than 20 days after the return, by using the form available at the TYPO3 Association’s website.

3. Travel wise!

The TYPO3 Association reimburses transportation expenses with public transportation in the lowest class and for rental cars in the smallest vehicle class.

When choosing your mean of transportation make sure that you choose the most convenient option, with the best price/time ratio (compare costs online), be it bus, train, or plane. If your total travelling time is more than a working day (8 hours), you can opt for a more expensive mean of transportation if that allows you to reduce the travelling time.

The transportation expenses reimbursement covers:

- additional costs to reach your home and the place of destination
- trips on behalf of the TYPO3 Association at the place of destination
- reservation fees
- carriage of the required luggage (if not included in ticket price)
4. Frequent traveler card

You can get yourself a frequent traveler card (e.g. Bahncard) to reduce the ticket price. To balance the purchase you can charge the full ticket price when traveling on behalf of the Association until the frequent traveler card is reimbursed. This is valid until 31.12.2015. Changes to this might apply from January 2016.

5. Mileage allowance

If you use a private car, the mileage allowance of 0.30 EUR per kilometer will be granted, it should not exceed 220 EUR.

The car expenses reimbursement of higher amount (> 220 EUR) is exceptionally granted if:

- if your destination could not be reached by public transportation
- if you transport heavy luggage of at least 25 kilograms on behalf of the TYPO3 Association (not the private luggage)
- if the use of a private car enables you to visit several locations on the same day, on behalf of the TYPO3 Association
- if the use of a private car is cheaper than a train ticket.

The route is calculated with google maps. Longer routes can be reimbursed if they were chosen to save time or in order to avoid dense traffic.

6. Reimbursement of accommodation expenses

- Euro zone: not more than 115 EUR per night per person can be reimbursed for accommodation.
- Switzerland: not more than 140 CHF per night per person can be reimbursed for accommodation.
- Outside Europe: not more than 115 EUR per night per person can be reimbursed for accommodation.

Higher expenses need to be approved by the budget owner before making the reservation.

7. Meals reimbursement

Meals are not reimbursed except of breakfast, which is included in the accommodation rate.

8. Good sense

This document outlines the travel expenses regulations in general. Each exceptional approval from a budget owner should be dictated by good sense. If in doubt, ask the TYPO3 Association or the Back Office for help and suggestions.