



# Travel Expense Reimbursement Regulations

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## 1. Travelling for the TYPO3 Association

If you travel on behalf of the TYPO3 Association, your travel costs can be reimbursed under the following conditions:

- The TYPO3 Association reimburses your travel expenses from your home, to your destination, and back.
- The travel reimbursement will be approved after your journey, not before.
- If you have made travel and/or hotel reservations, but you are not able to travel due to unforeseen circumstances (such as illness or urgent family matter), travel reimbursement will be granted based on a fair use policy.
- If you are unable to cover your travel expenses out of your own pocket, you can apply for travel expenses in advance by sending an email to the budget owner at least 2 weeks before the first travel day.

## 2. Claiming the Reimbursement

Remember to fill the claims for travel expenses not later than 20 days after the last day of travel, by using the reimbursement tool at [reimbursement.typo3.com](https://reimbursement.typo3.com).

## 3. Travel Wisely!

The TYPO3 Association reimburses transportation expenses for public transportation in the lowest class and for rental cars in the smallest vehicle class. In case a higher class ticket is available for the same or lower price as the lowest class reimbursement is possible as well. You need to supply a proof of the lowest class price (e.g. screenshot).

When choosing your means of transportation, please choose the option with the best price/time ratio (compare costs online). If your total traveling time is more than 8 hours, you can choose a more expensive means of transportation, to reduce travel time. Plane tickets for distances below 300 km (one way) will not be reimbursed.

When possible, please take care to choose the most environmentally friendly means of transportation. Choose train or bus over car or airplane. However, do not pay extra for CO<sub>2</sub> offsetting on your journey; the TYPO3 Association offsets your emissions through our climate protection partner.

The reimbursement covers:

- Additional costs to reach your home and the place of destination.
- Trips on behalf of the TYPO3 Association at your destination.

- Reservation fees.
- Carriage of the required luggage (if not included in ticket price).

## 4. Discount Cards

If you use a discount card, such as the BahnCard in Germany, we will only reimburse your actual net cost, not the price before discount.

## 5. Mileage

If you use a private car, a mileage allowance of EUR 0.30/km will be granted. The total price for your journey cannot exceed EUR 220.

Mileage reimbursement of higher amounts (> EUR 220) can be granted if:

- Your destination could not be reached by public transportation.
- If you transport heavy luggage of at least 25kg on behalf of the TYPO3 Association (not 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.

Exceptional reimbursements under the points listed above must be approved by the budget owner before the expenses are incurred.

The route is calculated using the shortest route as found on Google Maps. Longer routes can be reimbursed if they were chosen to save time or in order to avoid dense traffic. The budget owner may ask for documentation of such exceptions.

## 6. Accommodation Expenses

The TYPO3 Association reimburses your hotel accommodation (excluding expenses for breakfast) of up to EUR 130/night (average for the duration of the stay). Higher expenses need written approval by the budget owner before making the reservation.

For accommodation in Düsseldorf, Germany, please use the hotel agreement negotiated by the TYPO3 GmbH, alternatively any hotel below that rate or the maximum rate given above (whichever is lowest). Further information is available through your budget owner.

## 7. Meals

Meals are not reimbursed except for breakfast, when included in the accommodation rate. Budget owners can choose to cover reasonably-priced shared meals (e.g. as a part of a sprint) when charged on a single receipt.

## 8. Reimbursement processing

Payments of reimbursements may take up to 30 days after approval by the budget owner. Furthermore we are paying by bank account or PayPal and bank expenses might apply, which we are not responsible for. Reimbursement has to be done via our Reimbursement Tool (<https://reimbursement.typo3.com>).

## 9. Good Sense

This document outlines the regulations for travel expenses in general. Each approval of an exception by a budget owner should be dictated by good sense. If in doubt, ask the TYPO3 Association for help.