

Guidelines for reimbursement of travel costs

- Please read the guidelines before you book your journey -

For specific events and activities Science on Stage Europe reimburses expenses for travel. In these cases, the respective information will be given beforehand to the participants of events and activities.

Science on Stage Europe e.V. reimburses travel costs to events generally after the event has taken place. We will send you a reimbursement form after the event.

One of our major concerns is to reduce the carbon footprint of our activities. Therefore, we strongly recommend to travel by train.

We only reimburse travel by private car in exceptional cases. If you have to travel by private car, please get in touch with the office well in advance of the event (email to info@science-on-stage.eu).

If you use your private car we will reimburse € 0.20 per kilometer, max. € 130.00 (650 km in total).

If you need to travel by plane, please consider offsetting generated CO₂ emissions by donating to environmental or renewable energy projects (see: <https://www.atmosfair.de/en/offset/flight/>)

All receipts for train/2nd class, bus, public transport and flights/Economy class have to be sent to the office. For ticket receipts we need the **e-ticket as PDF via email or printed**.

The non-profit association Science on Stage Europe e.V. **cannot reimburse taxi expenses** (only in exceptional cases, give explanation).

Send us your bank account details. **For international transfer we need IBAN, BIC and bank address.**

Do not forget to sign the reimbursement form.