Introductory trips; information of applicants on exclusion or limitation of reimbursement

Dear Colleague,

It happens regularly that applicants are not sufficiently informed on how much of their travel expenses for a job interview can be reimbursed. In order to avoid confusion regarding this topic, the University would like to ask you to provide applicants – especially applicants for professorship positions – with the following information upon issuing the invitation:

1. General information

When an applicant is invited to a job interview, the employer is obligated to reimburse the incurred costs. Claims to reimbursement of expenses can be excluded or limited with an explicit disclaimer in the invitation letter.

2. Applicants for professorship positions

The cost of introductory trips for applicants for a professorship position in the pay grade C4 and C3 (in future W3 or W2 and W1) may be reimbursed from the University Administration's funds. Reimbursement from University Administration funds is not possible for applicants for other positions.

The following shall apply to the scope of reimbursement:

2.1. Travel expenses of applicants for professorship positions before appointment offer

According to No. 1.2 of Allgemeine Verwaltungsvorschriften zum Bayerischen Reisekostengesetz (General Administrative Regulations for the Bavarian Travel Expenses Act; VV-BayRKG), the costs of introductory trips may be reimbursed as follows:

2.1.1. Transportation costs

Costs for second-class railway travel including the necessary additional expenses incurred between the place of residence and the place of the interview and costs for public transport at the place of the interview. If the applicant uses their own vehicle, 75% of the 'small' car allowance according to Section 6 (6)(1) BayRKG is reimbursed (0.45 0.19* EUR per km). Travel expenses in the place of residence and taxi fares cannot be reimbursed.

*) Change of car allowance from 01 August 2008 added after the fact
Flight costs (economy class) are only reimbursed if air travel is absolutely necessary (e.g. applicant travelling from overseas) or if a flight is the more economical option. Otherwise, the cost of a fictitious second-class railway ticket is reimbursed.

Applicants with severe disabilities are reimbursed as for a business trip.

2.1.2. Daily allowance

50% of the domestic daily allowance are reimbursed according to Section 8 (1) and (2) BayRKG, which adds up to the following amounts:

<table>
<thead>
<tr>
<th>Daily Allowance Duration</th>
<th>Reimbursement</th>
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</thead>
<tbody>
<tr>
<td>of more than 6 to 8 hours</td>
<td>EUR 2.25</td>
</tr>
<tr>
<td>of more than 8 to 12 hours</td>
<td>EUR 3.75</td>
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<tr>
<td>of more than 12 hours</td>
<td>EUR 7.50</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Multiple-day Trip Duration</th>
<th>Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>of more than 6 to 8 hours</td>
<td>EUR 3.25</td>
</tr>
<tr>
<td>of more than 8 to 12 hours</td>
<td>EUR 5.50</td>
</tr>
<tr>
<td>of more than 12 hours</td>
<td>EUR 10.75</td>
</tr>
</tbody>
</table>

2.1.3. Accommodation allowance

A maximum of EUR 18.50 is reimbursed for accommodation costs proven to be necessary. Applicants must attach a copy of, for instance, the hotel bill to their travel expenses report.

2.1.4. Necessary duration of introductory trips

Daily allowances and accommodation allowances (in the amounts mentioned in No. 2.1.2 and 2.1.3) are only reimbursed for the necessary duration of the introductory trip. For applications to professorships, this includes the trial lecture with discussion and the subsequent interview with the appointment committee, but not, for instance, the tour of the University facilities or voluntary participation in a meal with members of the appointment committee.

2.2. Travel for the purpose of conducting appointment negotiations after appointment offer

Applicants for a professorship position of the pay grade C4 (W3 in future) will be reimbursed as for a business trip for journeys undertaken after the appointment offer if those trips are necessary to conduct appointment negotiations.

3. Applicants for non-professorship positions

The University Administration does not have any funds at its disposal to reimburse other applicants for introductory trips. Therefore, reimbursement is only possible if the University institution issuing the invitation has funds of its own.

Applicants must be advised of the fact that costs incurred due to the job interview cannot be reimbursed or can only be reimbursed to a limited extent (e.g. limited transportation allowance). The amounts listed in 2.1.1. to 2.1.4 are the upper limits in any case.

Yours sincerely,

Micheler
Ltd. Regierungsdirektor