Travel to interviews for positions at the University:
informing applicants about exclusion of or limitations on reimbursement of expenses

Dear Sir or Madam,

The Department of Human Resources has been requested by the Executive Board of the University to adjust the procedures for reimbursement of travel expenses for interviews for positions at the University. We would like to request that you inform applicants – especially applicants for professorship positions – of the following points in the letter of invitation to interview:

1 General information
When an applicant is invited to a job interview, the employer is obligated to reimburse any necessary expenses incurred. Claims for reimbursement of expenses can be excluded or limited where this is explicitly stated in the invitation to interview or by means of the following provisions.

2 Applicants for professorships
The cost of travel to interviews undertaken by applicants for a professorship position at pay grades W3, W2 and W1 may be reimbursed from University Administration funds. Reimbursement from University Administration funds is not possible for applicants for other positions. The following provisions shall apply to the extent of reimbursement:

2.1 Travel expenses of applicants for professorship positions before appointment offer:
In accordance with Section 1 (2) of VV-BayRKG, travel expenses for interviews for positions with the University may be reimbursed upon submission of a claim as follows:

2.1.1. Transport expenses:
The cost of second-class railway travel, including necessary ticket-price supplements, between the applicant's place of residence and the location of the interview and expenses for public transport at the location of the interview. If the applicant uses their own vehicle, 75% of the car allowance pursuant to Section 6 (6)(1) BayRKG is reimbursed (0.19 EUR per km). Travel expenses at the applicant's place of residence and taxi fares cannot be reimbursed; the same applies to parking fees and road toll charges.
Flight expenses (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, reimbursement is limited to the cost of a second-class railway ticket.
Applicants registered disabled are reimbursed as per the regulations for employee travel for work purpose.
2.1.2. Daily expenses allowance:
50% of the domestic daily expenses allowance is reimbursed in accordance with Section 8 (1) and (2) BayRKG. The relevant amounts are as follows:

<table>
<thead>
<tr>
<th>Type of Trip</th>
<th>Duration</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>a) for a one-day trip</td>
<td>6 to 8 hours</td>
<td>EUR 2.25</td>
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<tr>
<td></td>
<td>8 to 12 hours</td>
<td>EUR 3.75</td>
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<tr>
<td></td>
<td>more than 12 hours</td>
<td>EUR 7.50</td>
</tr>
<tr>
<td>b) for a multiple-day trip</td>
<td>6 to 8 hours</td>
<td>EUR 3.25</td>
</tr>
<tr>
<td></td>
<td>8 to 12 hours</td>
<td>EUR 5.50</td>
</tr>
<tr>
<td></td>
<td>more than 12 hours</td>
<td>EUR 10.75</td>
</tr>
</tbody>
</table>

2.1.3. Accommodation allowance:
Expenses for **necessary** overnight accommodation will be reimbursed upon presentation of proof of outlay on the basis of the approval issued by the Bavarian State Ministry for Education, Science and the Arts subject to Section 9 (5) VV-BayRKG. In accordance with these regulations, applicants for **professorship positions** at the pre-offer stage can be reimbursed to a maximum of EUR 60 per night in towns and cities with less than 300,000 inhabitants and to a maximum of EUR 90 per night in cities of 300,000 inhabitants and more. Applicants must attach a **copy** of their hotel bill to their travel expenses claim.

2.1.4. Necessary duration of travel for interview purposes:
Daily expenses and accommodation allowances (to the amounts mentioned in No. 2.1.2 and 2.1.3) are only reimbursed for the **necessary** duration of the applicant's stay and/or travel. For applications to professorships, this includes their trial lecture and discussion and the subsequent interview with the appointment committee, but not, for instance, any preceding tour of the University facilities. If it is necessary to organise a dinner for applicants to professorships and the members of the appointment committee in order for the latter to obtain a comprehensive picture of the applicants as part of the selection process, the **necessary** additional accommodation and additional daily expenses will be paid from the central budget.

2.2 Travel for the purpose of conducting appointment negotiations after appointment offer:
Applicants for a professorship position at pay grade W3 will be reimbursed as per the regulations for employee travel for work purposes for journeys undertaken after receiving an appointment offer if these trips are **necessary** in order 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 travel to interviews or any necessary accommodation. **Therefore, reimbursement is only possible if the University institution issuing the invitation has funds of its own for this purpose.** Applicants must be advised of the fact that expenses incurred due to the job interview cannot be reimbursed or can only be reimbursed to a limited extent (e.g. limited travel allowance). The amounts listed in 2.1.1. and 2.1.2 are the **upper limits** in all cases. **A maximum of EUR 18.50** is reimbursed for **necessary** accommodation expenses upon proof of outlay. Applicants must attach a **copy** of their hotel bill to their travel expenses report.

Best regards

Kraml
Regierungsrat