

Submission of Travel Documents

Please submit your travel expense accounting along with the following:

- The original receipts and documents
- The completed reimbursement form
- Scans of flight or train tickets are also accepted

! Deadline: All documents must be submitted within one month after the end of the event or trip.

! Important: In accordance with DAAD regulations, we are required to use the European Commission's currency converter for foreign currencies:

https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en

Submission Address

Send your complete travel expense accounting to:

Hochschule Magdeburg-Stendal
GJU Project Office (PO)
Tony Kranz / Yvonne Obst
Breitscheidstraße 51
39114 Magdeburg
Germany

For questions, please contact:

Tony Kranz:	tony.kranz@german-jordanian.org	Tel.: +49 (0)391 886 4246
Yvonne Obst:	yvonne.obst@german-jordanian.org	Tel.: +49 (0)391 886 4191

Reimbursable Mobility Costs in Germany

You may claim the following costs for transport to/from your residence in Germany to/from your hotel/accommodation:

By car: €0.20 per km (maximum €130)

By public transport: Local transport and 2nd class Deutsche Bahn (seat reservations permitted)

Checklist – Before Submission

Please ensure the following before submitting your documents:

- Have you completed all the required forms, including your bank details?
- Have you attached all receipts and proof of payment (e.g. credit card statements)?
- Are you submitting the documents within one month after the end of the event/trip?
- Are you sending the documents by normal post?
- For GJU colleagues: Have you submitted the original invoice by post in Germany immediately after the event?

The next page provides an overview of costs that will be reimbursed and costs that will not be reimbursed.

Category	Yes (Reimbursable)	No (Not Reimbursable)
Flight	Flight booking via agency "Let's Fly" in Magdeburg, paid in advance	Flights with more than one stopover
Departure & Arrival (residence ⇌ airport Germany)	<ul style="list-style-type: none"> - Local public transport: 2nd class Deutsche Bahn; - Car: €0.20/km (max. €130) 	1st class railway (DB: 1. Klasse)
Visa (for Jordan)	Visa fees at Amman Airport (40 JOD)	Costs for photos
Visa (for Germany)	copy/proof of visa fees; copy/proof of service fees https://visa.vfsglobal.com/one-pager/Germany/Jordan/English/	Costs for photos
Taxi	Amman Airport ⇌ Accommodation: up to 30 JOD per ride (with receipt)	Taxis in Germany (unless justified with "valid reason" per BRKGVwV § 4 Abs. 4.4.3)
Parking	Max. €15/day (with proof/receipt)	
Hotel (Germany)	Up to €70/night; above that → Hotel Note with explanation; hand in hotel bill + proof of payment (original receipt or credit card statement)	
Hotel (Jordan)	Up to €126/night; above that → Hotel Note with explanation; hand in hotel bill + proof of payment (original receipt or credit card statement)	
Breakfast	If breakfast is shown separately on the hotel bill or must be paid directly on departure, the following address must be stated on the bill: Hochschule Magdeburg-Stendal GJU-Projektbüro Breitscheidstraße 51 39114 Magdeburg Germany	
Insurance		Travel health insurance, other insurances
Vaccination		Vaccination costs
COVID-19		PCR/antigen/COVID testing