

Excursions: Leaflet for Students

Last updated: 10.01.2024

Valid from: 01.02.2024

Cost

- **Costs** will be reimbursed on a pro rata basis (up to a maximum of 50%) (also for exchange students).
- All costs must be **advanced** by the students.
- For this purpose, all original receipts must be kept and submitted.
- Reimbursable costs:
 1. Fare
 2. Accommodation costs (no food costs)
 3. Entrance fees
- Guest students and external guests cannot be reimbursed.
- The pro rata reimbursement of costs is only possible up to and including **the 12th semester**. *Exception:* The excursion is necessary for the diploma or magister examination (which must have been registered with the examination office).
- Domestic excursions: Costs up to a maximum of € 300.00 per student can be covered per year.
- Excursions abroad: If no fixed amount has been approved by the Rectorate, the expenses can also be covered on a pro rata basis, up to a maximum of 50%.
- The reimbursement of costs must **be requested within 2 months after the end of the excursion** by presenting the complete and signed documents.
- Required for **reimbursement**:
 1. Expense reimbursement form - to be submitted to the section secretariats
 2. Signature of the excursion leader
 3. Original receipts
- **For collective bookings** (shared accommodation, transport, entrance fees), please note:
 1. Students can only claim their own share.
 2. Always specify the group on the individual statement.
 3. If originals are available, indicate which of the group participants has the original.
 4. Please always provide proof of funds spent among students by means of a bank statement.

Insurance

- The public insurance for accidents ("Unfallversicherung") covers journeys required during the excursion that are not of a private nature. Extra activities of any private nature are not insured.
- There is no liability insurance ("Haftpflicht") through the university.
- Especially for excursions abroad, it is recommended to inquire about personal insurance coverage from your own health insurance company and, if necessary, to take out supplementary insurance.

Please also note the forms "Reimbursement of expenses" and "Info sheet reimbursement of expenses".