

Friedrich-Alexander-Universität Erlangen-Nürnberg • Postfach 3520 • 91023 Erlangen,

To all institutions

(excluding Universitätsklinikum Erlangen)

**University Administration
P1 Office of Staff Planning**

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Your reference:
Your letter of
Our reference: P 1 - 141 - 01
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I. Travel to interviews for positions at the University: informing applicants about exclusion of or limitations on reimbursement of expenses

Dear employees,

although a circular about changes to arrangements for reimbursements for travel to interviews for positions at the university was recently sent (circular dated 30 May 2017), amendments to the administrative regulations for the Bavarian Travel Expenses Act (VV-BayRKG) on 1 October 2017 mean further changes to the circular are unfortunately necessary.

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) (1) 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.

2.1.2. Daily allowance:

Daily expenses can no longer be reimbursed due to the changes to the administrative regulations for the Bavarian Travel Expenses Act (VV-BayRKG).

2.1.3. Accommodation allowance:

Necessary overnight expenses are also reimbursed in accordance with Section 1 (2) (1) of VV-BayRKG. In accordance with these regulations, applicants for professorship positions can be reimbursed to a **maximum of EUR 90** per night in towns and cities with less than 300,000 inhabitants and to a **maximum of EUR 120** per night in cities of 300,000 inhabitants and more. Applicants must attach their **hotel bill** to their travel expenses claim.

2.1.4. Necessary duration of travel for interview purposes:

Accommodation allowances (to the amounts mentioned in No. 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, the duration of any tours 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 form a comprehensive opinion of the applicants as part of the selection process, the **necessary additional accommodation expenses** will be paid from the central budget. If a dinner is planned as part of the interview, this must be stated in the invitation.

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 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 2.1.3 are the **upper limits** in all cases.

Best regards,
p.p.

Kraml
Regierungsrat

II. Abdruck

Referat H 1, P 5

Im Hause

mit der Bitte um Kenntnisnahme