



**CRC 1114 Final Conference**  
**09-11.09.2026**

## **Information for guests: Reimbursement of travel costs**

We are very glad you accepted our invitation to the final conference of CRC 1114! When planning your visit, please be aware of the following limitations regarding reimbursement of your travel costs placed upon us by German law and/or our funding donor, the DFG. Generally, our aim is to reimburse you as fully as possible.

### **Reimbursement process:**

We will reimburse all expenses following the regulations below, up to the maximum sum agreed upon. To start the reimbursement process, please email correlating invoices or receipts as PDF (scans) to [gs-sfb1114@math.fu-berlin.de](mailto:gs-sfb1114@math.fu-berlin.de) until **01.10.2026**.

Please be aware that only expenses incurred by you personally can be reimbursed directly to you. Should your home institution book and pay for your travel, please let us know the correct contact person who can generate an invoice for us to reimburse your home institution directly.

### **Hotel / Accommodation**

We have reserved rooms at several hotels for conference participants (ca. 150€/night). Information about the hotels and further recommendations can be found on our conference website. If you'd like to find another hotel, please stay within the price point.

Please note: A large trade convention is taking place the weekend before our conference. We recommend reserving your hotel room soon.

### **Flights**

Generally, only Economy tickets can be reimbursed. Should other accommodations be needed, please confirm with us in advance.

### **Trains**

Generally, only economy class tickets (Deutsche Bahn: 2. Klasse) can be reimbursed. Exceptions can be made for long trips or if a higher class ticket is cheaper (with documentation).

### **Public transportation**

Appropriate public transportation tickets can be fully reimbursed. For Berlin, a ticket for area ABC is only needed when travelling from Airport BER, otherwise areas AB suffice. A 24-hr-ticket for area AB is usually a good choice. We recommend using the BVG app.

### **Taxis**

We can only reimburse taxis under one of the following conditions:

- Travel between 23:00h and 06:00h
- Extensive luggage needed for the trip
- Medical conditions

Proof is not required, but documentation (such as a signed note from you) is. On taxi receipts, please make sure time, date and destination are noted.

### **Meals**

Only breakfast included on the hotel bill will be reimbursed.

We are looking forward to your visit!