

Checklist Travel expenses/Transportation Costs and Material Resources for Field trips, Conferences and Summer Schools (Examples)	
<u>Travel expenses and transportation costs</u>	<u>Material resources</u> limited to EUR 100 per month
<p>Flight costs (three quotations, at least two via online platforms)</p> <p>Train ticket to airport Please choose the least expensive version:</p> <ul style="list-style-type: none"> - VGN ticket to Nuremberg airport - Bayern Ticket (within Bavaria, e.g. to Nuremberg, Munich) - Rail & Fly (check with flight booking) - Sparpreise Deutsche Bahn <p>Transportation in the field (lump sum of EUR 50 per month) Public transport such as trains and buses or other regular means of transport -> if no receipts are available, an accurate listing is required with date, time, location and amount</p> <p>Visa Incl. travel expenses and visa fee (no overnight stays or passport photographs)</p> <p>Conference/summer school fees</p> <p>Research permit (in the final accounting form under 3.2 <i>Nebenkosten</i> - Additional costs)</p> <p>Costs for vaccination and prophylaxis</p>	<p>Fees for libraries etc.</p> <p>Research assistants (if necessary)</p> <p>Informants Accurate listing is required with date, time, person and amount or upon submission of receipts</p> <p>Translator/Interpreter (if necessary)</p> <p>Communication costs limited to EUR 10 per month incl. in the lump sum of EUR 100</p> <p>Printing/Photocopying</p>

All expenses can only be reimbursed if the respective receipts are submitted with the final accounting

Please note that the following cannot be covered by BIGSAS:

- Office supplies (pens, notepads, batteries etc.)
- Books, magazines, maps etc.
- Voice recorders
- Tips and presents
- Travel insurances of any kind (travel accident, travel cancellation, travel liability, aircraft accident, foreign travel health insurances)
- Fines and penalties

Use of taxi: The use of taxi is only permitted in the case of reasonable grounds. Reasonable grounds are in particular the following: regular scheduled means of transport cannot be used in a timely manner or at all; in the individual case urgent business-related reasons (e.g. delay through no fault of one's own; necessary business-related or private luggage of more than 10 kg; business-related bulky luggage; unreasonable walk, generally of more than 1 km, type of the pathway) or in exceptional cases urgent personal reasons (e. g. age; medical condition) necessitate the use of other means of transport (e.g. taxi, rental car). Solely being unfamiliar with the area does not lead to a recognition of a reasonable ground. The reasons have to be stated and duly affirmed in the final accounting.