

Information for booking business trips and process for reimbursement of travel costs

FIT members employed by HZB, please use the usual HZB process for travel expense management.

FIT members not employed at HZB proceed as follows:

1. Hotels and travel need to be booked and paid individually but will be reimbursed by HZB (Please keep expenses in a reasonable range, i.e. it is expected to book economy class flights, etc.).
2. Billing address for your bookings has to be

**Helmholtz-Zentrum Berlin
Hahn-Meitner-Platz 1
14109 Berlin**

3. Please collect all original receipts/tickets related to your trip (travel and accommodation). Please also collect boarding passes.
4. After your trip please fill out the form 'Reimbursement for guests' to be found on the FIT website
 - Fill out grey fields only
 - Please use the address of your department/institute
 - Please fill in the bank account to which the reimbursement should be transferred (can be a private account or the account of your institution)
 - List the incurred costs
5. Please send the form together with the original receipts (as requested by German law) via snail mail to the following address:

**Helmholtz-Zentrum Berlin
Abteilung Personal und Soziales
Dr. Gabriele Lampert
Hahn-Meitner-Platz 1
14109 Berlin**

6. Reimbursement process will be triggered and the money being transferred to the bank account as indicated.

If questions arise please contact Dr. Gabriele Lampert, lampert@helmholtz-berlin.de.