

Appendix 3

Maximum Rates for Travel Expenses

(pursuant to the *German Federal Travel Expenses Act* and the *German Foreign Travel Expenses Ordinance*)

As provided for in Art. 8 of the Grant Transfer Agreement, expenses for travels or, as the case may be, expenses for board and lodging in case of other project-related activities shall be eligible for funding only to the extent permitted in the provisions set forth in the Federal Travel Expenses Act (*Bundesreisekostengesetz / BRKG*) and the Foreign Travel Expenses Ordinance (*Auslandsreisekostenvergütung / ARV*) in their versions valid at the time being in each case.¹

Expenses for board must not exceed the following rates per overnight stay:

- overnight stays in the Federal Republic of Germany: EUR 70.00;
- overnight stays in other states than the Federal Republic of Germany:
maximum rate pursuant to the Schedule of International Travel Expenses Rates of the Federal Republic of Germany, as following hereinafter (column “Accommodation costs”);
in case of countries not included there, the rate for Luxembourg shall be applicable.

Expenses for lodging / Per diem allowance for business travels of employees covered by the staff appointment scheme must not exceed the following daily rates and conditions:

- for travels to / within the Federal Republic of Germany:
EUR 28.00 in case of an absence of 24 hours;
EUR 14.00 in case of an absence of 8 and more hours up, but less than 24 hours;
no compensation in case of an absence of less than 8 hours;
- for travels to / within other states:
in line with the daily rate for the respective country of destination according to the *Schedule of International Travel Expenses Rates of the Federal Republic of Germany*, as following hereinafter (column “Per diem allowance”);
in case of countries not included there, the rate for Luxembourg shall be applicable;
- 100 % of the daily rate in case of an absence of 24 hours;
80 % of the daily rate in case of an absence of 8 and more, but less than 24 hours;
no compensation in case of an absence of less than 8 hours;
- if the stay at one place lasts longer than 14 days:
less 50 % of the daily rate as from day 15;
- if free meals were granted (for instance, in the framework of the project activity) or the expenses for meals were already included in the travel expenses:
less 20 % for breakfast, 40% for lunch and 40 % for dinner of the daily rate.

¹ *German Foreign Travel Expenses Ordinance / Auslandsreisekostenverordnung (ARV)*, valid as of 01.01.2024;
Source: *General administration regulation concerning the most recent determination of foreign country per diem allowance and accommodation costs* dated 17.10.2023

Foreign Country Per Diem Allowance and Accommodation Costs (with proof), according to *German Foreign Travel Expenses Ordinance / Auslandsreisekostenverordnung (ARV)*, valid as of 01.01.2024

Source: *General administration regulation concerning the most recent determination of foreign country per diem allowance and accommodation costs* dated 17.10.2023 (unofficial translation)

Country	Town, region, etc.	Per diem allowance (in EUR)	Accommodation costs (with proof) up to... (in EUR)
Afghanistan		25	95
Albania		22	112
Algeria		39	120
Andorra		34	91
Angola		43	299
Argentina		29	113
Armenia		20	59
Australia	Canberra	61	186
Australia	Sydney	47	173
Australia	all other towns, regions, etc.	47	173
Austria		41	117
Azerbaijan		36	88
Bahrain		40	153
Bangladesh		41	165
Barbados		45	206
Belarus		16	98
Belgium		49	141
Benin		43	115
Bolivia		38	108
Bosnia and Herzegovina		19	75
Botswana		38	176
Brazil	Brasilia	42	88
Brazil	Rio de Janeiro	57	140
Brazil	Sao Paulo	38	151
Brazil	all other towns, regions, etc.	38	88
Brunei		43	106
Bulgaria		18	115
Burkina Faso		31	174
Burundi		30	138
Cambodia		31	94
Cameroon		46	275
Canada	Ottawa	51	214
Canada	Toronto	45	392
Canada	Vancouver	52	304
Canada	all other towns, regions, etc.	45	214

Country	Town, region, etc.	Per diem allowance (in EUR)	Accommodation costs (with proof) up to... (in EUR)
Cape Verde		31	90
Central African Republic		44	210
Chad		35	155
Chile		36	154
China	Canton	30	150
China	Chengdu	34	131
China	Hong Kong	59	169
China	Peking	25	185
China	Shanghai	48	217
China	all other towns, regions, etc.	40	112
Colombia		38	115
Congo, Democratic Republic		58	190
Congo, Republic		51	215
Costa Rica		39	93
Côte d'Ivoire		49	166
Croatia		29	107
Cuba		42	170
Cyprus		35	125
Czech Republic		26	77
Denmark		62	183
Djibouti		64	255
Dominican Republic		41	167
Ecuador		22	103
Egypt		41	112
El Salvador		54	161
Equatorial Guinea		35	166
Eritrea		41	91
Estonia		24	85
Ethiopia		32	130
Fiji		26	183
Finland		45	171
France	Paris and Île-de-France departments (# 75, 77, 78, 91, 92, 93, 94, 95)	48	159
France	all other towns, regions, etc.	44	105
Gabon		43	183
Gambia		33	161
Georgia		37	87
Ghana		38	148
Greece	Athens	33	139

Country	Town, region, etc.	Per diem allowance (in EUR)	Accommodation costs (with proof) up to... (in EUR)
Greece	all other towns, regions, etc.	30	150
Guatemala		28	90
Guinea		49	140
Guinea-Bissau		26	113
Haiti		48	130
Honduras		47	198
Hungary		26	85
Iceland		51	187
India	Bangalore	35	155
India	Calcutta	29	145
India	Chennai	26	85
India	Mumbai	41	146
India	New Delhi	31	185
India	all other towns, regions, etc.	26	85
Indonesia		30	134
Iran		27	196
Ireland		48	129
Israel		55	190
Italy	Milan	35	191
Italy	Rome	40	150
Italy	all other towns, regions, etc.	35	150
Jamaica		32	171
Japan	Tokyo	41	285
Japan	all other towns, regions, etc.	43	190
Jordan		47	134
Kazakhstan		37	111
Kenya		42	219
Korea, Democratic People's Republic		23	92
Korea, Republic		40	108
Kosovo		20	71
Kuwait		46	241
Kyrgyzstan		22	74
Laos		27	96
Latvia		29	76
Lebanon		49	123
Lesotho		23	104
Libya		52	135
Liechtenstein		46	190
Lithuania		21	109

Country	Town, region, etc.	Per diem allowance (in EUR)	Accommodation costs (with proof) up to... (in EUR)
Luxembourg		52	139
Madagascar		28	87
Malawi		34	109
Malaysia		30	86
Maldives		43	170
Mali		31	120
Malta		38	114
Marshall Islands		52	102
Mauritania		29	86
Mauritius		36	172
Mexico		40	177
Moldova, Republic		21	73
Monaco		43	187
Mongolia		19	92
Montenegro		26	85
Morocco		35	129
Mozambique		42	208
Myanmar		29	155
Namibia		25	112
Nepal		30	126
Netherlands		39	122
New Zealand		48	148
Nicaragua		38	105
Niger		35	131
Nigeria		38	182
North Macedonia		22	89
Norway		62	139
Oman		53	141
Pakistan	Islamabad	19	238
Pakistan	all other towns, regions, etc.	28	122
Palau		42	179
Panama		34	82
Papua New Guinea		49	159
Paraguay		32	124
Peru		28	143
Philippines (also applies to Micronesia)		34	140
Poland	Gdansk	25	84
Poland	Krakow	22	86
Poland	Warsaw	24	109

Country	Town, region, etc.	Per diem allowance (in EUR)	Accommodation costs (with proof) up to... (in EUR)
Poland	Wroclaw	27	117
Poland	all other towns, regions, etc.	24	60
Portugal		26	111
Qatar		46	149
Romania	Bucharest	26	92
Romania	all other towns, regions, etc.	22	89
Russian Federation	Moscow	25	110
Russian Federation	Saint Petersburg	21	114
Russian Federation	Yekaterinburg	23	84
Russian Federation	all other towns, regions, etc.	20	58
Rwanda		36	117
Samoa		32	105
San Marino		28	79
São Tomé and Príncipe		39	80
Saudi Arabia	Jeddah	47	181
Saudi Arabia	Riyadh	46	186
Saudi Arabia	all other towns, regions, etc.	46	181
Senegal		35	190
Serbia		22	97
Sierra Leone		47	145
Singapore		45	197
Slovak Republic		27	121
Slovenia		31	126
South Africa	Cape Town	27	130
South Africa	Johannesburg	30	129
South Africa	all other towns, regions, etc.	24	109
South Sudan		42	159
Spain	Barcelona	28	141
Spain	Canary Islands	30	103
Spain	Madrid	35	131
Spain	Palma de Mallorca	36	142
Spain	all other towns, regions, etc.	28	103
Sri Lanka		30	112
Sudan		27	195
Sweden		55	140
Switzerland	Geneva	55	186
Switzerland	all other towns, regions, etc.	53	180
Syria		31	140
Taiwan		38	143

Country	Town, region, etc.	Per diem allowance (in EUR)	Accommodation costs (with proof) up to... (in EUR)
Tajikistan		22	118
Tanzania		36	97
Thailand		31	110
Togo		32	118
Tonga		32	94
Trinidad and Tobago (also applies to the States belonging to its jurisdiction: Antigua and Barbuda, Dominica, Grenada, Guyana, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and Grenadines, and Suriname)		55	203
Tunisia		33	144
Turkey	Istanbul	21	120
Turkey	Izmir	24	55
Turkey	all other towns, regions, etc.	14	95
Turkmenistan		27	108
Uganda		34	143
Ukraine		21	98
United Arab Emirates		54	156
United Kingdom of Great Britain and Northern Ireland	London	55	163
United Kingdom of Great Britain and Northern Ireland	all other towns, regions, etc.	43	99
United States of America (USA)	Atlanta	64	182
United States of America (USA)	Boston	52	333
United States of America (USA)	Chicago	54	233
United States of America (USA)	Houston	51	204
United States of America (USA)	Los Angeles	53	262
United States of America (USA)	Miami	54	256
United States of America (USA)	New York City	55	308
United States of America (USA)	San Francisco	49	327
United States of America (USA)	Washington, D.C.	55	203
United States of America (USA)	all other towns, regions, etc.	49	182
Uruguay		40	90
Uzbekistan		28	104
Vatican City		40	150
Venezuela		37	127
Vietnam		34	86
Yemen		20	95
Zambia		31	105
Zimbabwe		37	140