

## **Principles for the economical use of funds**

As a non-profit institution, the Robert Bosch Stiftung is obliged to ensure that the funds it awards are used in an economical and prudent manner. The projects that are supported are therefore required to take advantage of all possible cost benefits, including, in particular, cash discounts, avoiding cancellation costs and comparing prices.

### 1. Travel expenses

The most economical means of travel is expected to be booked as a matter of principle. This includes taking advantage of lower costs by booking early, using railcards, special tickets and economy tariffs. The means of transport selected must be appropriate to the respective group of persons involved.

Wherever possible, public transport should be used (railway, bus, tram, suburban railway system, air travel). The applicable standard is the price of a second class railway ticket at the standard rate. Costs of car transport will be reimbursed up to the cost of a second class rail ticket at most (please attach evidence).

Private cars or taxis should only be used if,

- the destination is not within the main public transport routes
- the use of public transport would involve considerably longer travel time to the destination
- heavy luggage has to be transported
- there are concerns regarding safety.

Please make a note of the reason on the travel expenses statement or on the individual receipts.

The maximum flat rate car allowance which can be financed using Robert Bosch Stiftung funds amounts to € 0.30 per km. Wherever possible, car-sharing is recommended.

In the event of air travel, the most economical solutions are expected to be found (early booking, economy tariffs). The applicable standard is for economy class flights. Deviations from this involving higher costs have to be justified.

### 2. Accommodation

Suitable accommodation should be selected that is appropriate to the project and the target group. As a rule, this should be in suitable mid-range hotels.

Please ask for special rates when booking, e.g. for a weekend, a group or longer-term stay.

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### 3. Events

When planning several day events, it is advisable to choose locations offering seminar/meeting and accommodation facilities at the same venue.

### 4. Gratuities

With regard to gratuities, local customs must be complied with. The gratuity should be itemized in the receipt.