

Subsidy for travel expenses for the necessary transportation of child(ren) & an accompanying person on business trips

The subsidy is intended to support employees of the University of Siegen in balancing work and family life when it is necessary to take child(ren) and an accompanying person on a business trip. Employees of the University of Siegen with child(ren) can therefore apply for a pro-rated travel grant for family travel.

For whom?

Employees in science (except W2 and W3 professorships), as well as in technology and administration with child(ren) under 12 years of age.

Advice and application for subsidy of travel expenses	
When	Application at least four weeks before planned trip
Where	Parent and Family Services: www.uni-siegen/gleichstellung/familienservicebüro
Contact	Parent and Family Services Tel: 0271-740-2702 familienservice.gleichstellung@uni-siegen.de
Required documents	<ul style="list-style-type: none"> ✓ Application for subsidy of travelling expenses for the necessary transport of the accompanying child/children and an accompanying person ✓ Copy of business trip application/service travel permit ✓ Copy of the birth certificate of the accompanying child/children ✓ If applicable, further evidence (see application or when requested).

Implementing regulations

- Care of the child/children at the place of residence is generally preferable.
- For **children up to 24 months of age**, it is assumed that it is necessary to bring them along.
- Applications to cover travelling expenses for children over 24 months of age will be considered on a case-by-case basis. A written description of the necessity of taking the child/children and an accompanying person, as well as evidence if necessary, must be added (see Application no. 5).
- Travelling expenses of the other parent** accompanying a child over 24 months of age can only be approved in absolutely exceptional cases, as care is then usually also possible at the place of residence.
- Caregivers** can be all persons related to the child/children.
If there is no family relationship, it is possible to additionally apply for a subsidy for childcare costs via the childcare fund of the University of Siegen.
- The reimbursement of travelling expenses of the child/children and the accompanying person is possible up to the following **maximum limits**:

Domestic travel (refinancing arrival/departure and accommodation up to 5 days).

Transportation costs

For the child to be cared for and the accompanying person up to €150 in total. With regard to the choice of DB class and the use of airplanes, the requirements of the current NRW State Travel Costs Act (§ 4 LRKG NRW) are decisive.

For each additional child that must be taken along, a subsidy of max. €10 will be paid, provided that the transportation is subject to a charge.

When using one's own car, in addition to an allowance of € 0.30 per kilometer (in accordance with §5 LRBG NRW) for the official traveler, an allowance of €0.05 per person traveling with the official (child(ren) and accompanying persons) and kilometer will be paid. Rental cars and taxi costs may also be subsidized.

Accommodation costs

Total up to max. 80 €/night for accompanying person and child. The least expensive occupancy of rooms is to be preferred.

The costs incurred must be proven by original receipts. A total of max. €450 per trip will be granted.

Travel abroad (reimbursement of arrival/departure and accommodation up to 14 days)

Transportation costs (incl. visa)

Full reimbursement of costs up to a maximum of €150 per accompanying person and child; for higher costs, 50% of the costs are generally reimbursed, but at least €150 of the travel/airfare costs per accompanying person and child. With regard to the choice of DB class and the use of airplanes, the requirements of the current NRW State Travel Costs Act (§ 4 LRBG NRW) are decisive.

For each additional child that must be taken along, a subsidy of max. € 20 will be paid, provided that the transportation is subject to a charge. This is based on § 5 LRBG NRW.

Accommodation costs

Total up to max. €120/night for accompanying person and child. The least expensive occupancy of rooms is to be preferred.

The costs incurred must be proven by original receipts. A total of max. € 700 per trip will be granted.

7. The **travel of caregivers to the place of residence** (usually family members) cannot be covered. Costs directly to the place of business may be covered in exceptional cases if this is more economical and cost-effective (→ cost estimate).
8. **Employees on parental leave** may take business and training trips if they are employed part-time on parental leave. All of the above rules and criteria apply equally to this group of people.
9. If the **business trip is combined with a private stay**, the subsidy is to be assessed as if only the business trip had been undertaken.
10. In the case of a trip abroad, sufficient insurance coverage (international health insurance) for all accompanying persons must be ensured independently. The costs of insurance for caregiver and child(ren) as well as additional insurance for motor vehicle liability will not be reimbursed by the University of Siegen.
11. Employees of the University of Siegen (except W2 and W3 professorships) are eligible to apply. There is **no legal entitlement**.
12. A maximum reimbursement of up to €700 per year is possible.