



## Budget-Guide: Excellence Strategy Internationalization Funding of the International Office

### Travel, accommodation and conference expenses for University of Konstanz researchers

Travel (flights/rail, etc.):	Reimbursement of actual costs incurred (2nd class/economy) For <b>air travel</b> , a payment must be made for <b>CO<sub>2</sub> compensation</b> . The compensation payment must be included in the budget. The payment is calculated as follows: € 23.00 per ton of CO <sub>2</sub> . The amount of CO <sub>2</sub> can be calculated via the following website: <a href="https://www.atmosfair.de/en/offset/flight/">https://www.atmosfair.de/en/offset/flight/</a>
Taxi:	Cost reimbursement possible in exceptional cases only
Accommodation:	€ 30/ per day lump sum <b>without receipts</b> Accommodation <b>with receipt</b> , max. € depends on the country where you are travelling (table „Auslandsübernachtungssätze“)
Other:	e.g. visa costs
Conference fees:	Reimbursement of actual costs incurred with receipt
Remuneration and daily allowance:	<b>Not possible</b>

### International researchers who come to Konstanz as lecturers or take part in virtual teaching:

Please make sure that the **prices are realistic** and list the costs separately in the application as follows: Honorarium, travel (reimbursement of necessary costs: 2nd class/economy), accommodation, as far as **necessary** for the handling of the guest lectureship.

The honorarium should correspond to the researcher's experience. Please include a short justification for the selected category:

#### *Honorarium Category 1: PhD scientists (researchers with a doctorate)*

In presence: monthly: 2,100 € (or for shorter stays: 70 € per teaching day (excluding weekends and holidays))  
Virtual: 210 € per ECTS credit

#### *Honorarium Category 2: Associate Professors (positions comparable to W-2)*

In presence: monthly rate: 2,300 € (or for shorter stays 78 € per teaching day (excluding weekends and holidays))  
Virtual: 240 € per ECTS credit

#### *Honorarium Category 3: Full Professors (positions comparable to W-3)*

In presence: Monthly rate: 3,000 € (or for shorter stays: 100 € per teaching day (excluding weekends and holidays))  
Virtual: 260 € per ECTS credit

Travel (flight/train etc.): reimbursement of actual costs (2nd class/economy)

Taxi: reimbursement only possible in exceptional cases

Accommodation: 20 €/ per day lump sum **without receipts**  
95 €/ day max. **with receipts**  
-> higher amount possible with justification (e.g. in summer)

**Daily allowance/meals: not possible**

### **Honorarium: (Co-Teaching-Teams)**

The Honorarium for virtual courses in co-teaching teams is a maximum of 420 € for international teachers who are not employed at the University of Konstanz.

Please note: A Honorarium contract is required for the payment of Honorarium. You must send an application for an honorarium contract to the International Office at least three weeks before the start of the event. The International Office can assist you with this. Please add in case honorariums are paid out internationally, the VAT at the current rate of 19% from the reverse charge procedure in addition to the amount of the honorarium in your calculation.

Note: As a rule, visits of over 3 months are not supported, since such visits are considered to be guest professorships

### **General:**

Flowers: **Not** eligible for reimbursement

Guest lecture: € 245 (90 min.)

Taxi: Cost reimbursement possible in exceptional cases only

Meals: € 40 per person/meal (including beverages and VAT), e.g. for welcome/farewell dinner

Tips: Can not be reimbursed in general