

## Excursions: Leaflet for Students

Last updated: 05.11.2025

### Cost

- **Costs** will be reimbursed on a pro rata basis (up to a maximum of 50%) (also for exchange students).
- All costs must be **advanced** by the students.
- For this purpose, all original receipts must be kept and submitted.
- Reimbursable costs:
  1. Fare
  2. Accommodation costs (no food costs)
  3. Entrance fees
  4. Costs guided tours
- Guest students and external guests cannot be reimbursed.
- The pro rata reimbursement of costs is only possible up to and including **the 12th semester**.  
Exception: The excursion is necessary for the diploma or master examination (which must have been registered with the examination office).
- Domestic excursions: Costs up to a maximum of € 300.00 per student can be covered per year.
- Excursions abroad: If no fixed amount has been approved by the Rectorate, the expenses can also be covered on a pro rata basis, up to a maximum of 50%.
- The reimbursement of costs must **be requested within 2 months after the end of the excursion** by presenting the complete and signed documents.
- Required for **reimbursement**:
  1. Expense reimbursement form – to be submitted to the section secretariats
  2. Signature of the excursion leader
  3. Original receipts
  4. **For collective bookings** (shared accommodation, transport, entrance fees), please note:
    - Students can only claim their own share
    - Always specify the group on the individual statement
    - If originals are available, indicate which of the group participants has the original
    - Please always provide proof of funds spent among students by means of a bank statement

### Insurance

- The public insurance for accidents ("Unfallversicherung") covers journeys required during the excursion that are not of a private nature. Extra activities of any private nature are not insured.
- There is no liability insurance ("Haftpflicht") through the university.
- Especially for excursions abroad, it is recommended to inquire about personal insurance coverage from your own health insurance company and, if necessary, to take out supplementary insurance.

**Please also note the forms "Reimbursement of expenses" and "Info sheet reimbursement of expenses".**