

HOW TO REIMBURSE TRAVEL EXPENSES

PURPOSE OF DOCUMENT:

This document should assist you in handling in your travel expenses. Over the years, we encountered many errors in the process, so we hope this document will make it easier for both sides. Please **read the instructions carefully** and send the travel expenses file as one PDF file together with your tickets to info@goodfoodgoodfarming.eu

STEP 1: BOOK YOUR TICKET

You may already go ahead and book your ticket to come to Berlin. We are able to cover your expenses for **up to 200€** per person.

STEP 2: SAVE THE TICKET

For our accounting, we need the original ticket (not just a copy) of your transportation ticket. Life is easiest when you have an **online ticket** - then you just need to send us the pdf. But if you have a paper-ticket, you need to send it to our office:

Deutscher Naturschutzring e.V.
c/o Good Food Good Farming
Marienstraße 19-20 10117 Berlin – GERMANY

In case you are booking a **flight** to come to Berlin and not a train/bus, you also need to provide us with the original invoice (not only the email flight confirmation).

STEP 3: FILL IN THE TRAVEL EXPENSE FORM (DOWNLOAD SEPARATELY)

We provided you with an Excel file for the travel expenses. Please fill in the required information and provide your bank information. In case you purchased your tickets in a currency other than EUR, please convert your costs into EUR and indicate the exchange rate. Then **convert** the excel file into a pdf please.

STEP 4: SEND EVERYTHING TO GFGF

You did it! Now just send the travel expenses excel file together with your tickets as one PDF file to info@goodfoodgoodfarming.eu . Once we receive, review and approve everything, we will issue the refund. This process should take about 2 weeks.

DEADLINE: 06.12.2026