GPPAD GUIDELINES FOR MEETING COST REIMBURSEMENT

GPPAD Investigator Meeting in Starnberg (Munich)

May 5-7, 2026

We'll cover your expenses according to the German Federal Travel Expenses Law:

- **Accommodation:** We'll pay for up to **2 nights** at the recommended conference hotel or any other hotel with a similar or lower rate. If you need to stay elsewhere, please get approval first.
- **Travel:** We cover **economy-class flights or 2nd class train tickets** to the venue.
- **Local Transport:** We reimburse public transport tickets or taxi receipts. If you use a taxi, try to share it with 2 or more people when possible, especially if public transport isn't an option.

Important Notes:

- To get reimbursed, please submit all **original invoices and receipts** along with the filled-out 'Fee and Disbursement Settlement' form (details below).
- Just fill out sections 1 to 3 of the form.
- Make sure to submit everything by November 8, 2026.
- Keep in mind that it might take up to 4 months to process your reimbursement.

Please send the completed form and the original invoices and receipts to:

Helmholtz Zentrum München
Deutsches Forschungszentrum für Gesundheit und Umwelt
(GmbH) Institute of Diabetes Research
Michaela Dilong
Ingolstädter Landstraße 1
85764 Neuherberg

If you have any further questions, please contact Michaela Dilong

- **Mail:** michaela.dilong@helmholtz-munich.de
- **GPPAD CC hotline:** 00800 3315 3315

fee and disbursement settlement

(Only for proposer who aren't subject to VAT)

process number	PSP-Element

To be filled in by the proposer:

The applicant may be subject to tax and social security contributions.

1. Reason: ______________________

   Place and time: ______________________

2. Name proposer: ______________________

   Complete private address: ______________________

3. Required method of payment (no cheque possible)

   ☐ cash payment ☒ credit transfer to

Bank account number	
Credit institute and place	
IBAN	BIC
Account owner	

To be filled in by the institut/department:

4. ☐ fee in the amount of ________ €

   ☐ lump sum refund ________ € (please enclose detailed justification!)

   ☐ replacement for travel cost expenses based on the German Federal Travel Expenses Law (see supplementary sheet)

   ☐ fee in the amount of ________ € in addition replacement for travel cost expenses based on the German Federal Travel Expenses Law (see supplementary sheet)

Directly on account of Helmholtz Zentrum München taken over or to be taken over costs (only in connection with the reimbursement of travel expenses).

☐ flight/train ticket (travel agency) ☐ hotel bill ☐ other costs

____
factually correct

5. Institute or department ________

____
Date, sign head of institute/department

To be filled in by the travel cost centre/financial department:

6. Settlement

	Gross amount €	pre-tax %	calculative correct
fee			
lump sum			
travel costs reimbursement			
less received advance			
total amount			

7.

____
instructed to pay Date, sign

payment received Date, sign