

MBA Renewables Alumni Conference 2024 | 9 - 14 September 2024, Berlin
The future of renewable energy generation: Renewables now! But what's next?

Travel grant terms and conditions 2024

Background

The DAAD travel grants support international alumni from the MBA Renewables study programme to attend the MBA Renewables alumni conference “The future of renewable energy generation: Renewables now! But what's next?” taking place from 9 – 14 September 2024 in Berlin. The travel grants for the MBA Renewables alumni conference are limited to 30 alumni and will be paid for the attendance of the entire conference.

Amount of travel grant

The fund for travel grants is divided as follows:

- 10 travel grants for alumni from Europe: up to €500 per alumni,
- 8 travel grants for alumni from America (North America, Latin America): up to €1,300 per alumni,
- 8 travel grants for alumni from Asia and Australia: up to €1,300 per alumni,
- 4 travel grants for alumni from Africa: up to €1,250 per alumni,

Accommodation and stay in Berlin

Furthermore, every participating alumnus from outside Berlin is supported with a maximum amount of €385 each for accommodation and dinner in Berlin. The sponsor of the conference, the DAAD, is a public authority. According to the German Travel Expenses Act (Bundesreisekostengesetz, BRKG) the grant recipient may extend the trip to Germany by max. 5 working days.

Please note:

- Berliner Hochschule für Technik (BHT) will provide alumni with an invitation letter for visa application, if needed.
- Participating alumni have to initiate the visa process and also carry any charges incurred in obtaining the visa themselves.
- Costs for conference material, visits, coffee breaks & lunches will be covered either by the DAAD, BHT or RENAC.

Eligibility and procedure

As a rule, travel grants are available for all MBA Renewables alumni and we will reserve the grant according to “first come first serve” basis.

Travel conditions

Travel costs will be reimbursed for a journey corresponding to the most cost-effective means of transport between the country of origin and Berlin.

- Travel by plane: cost of an economy class ticket,
- Travel by rail: cost of economy class tickets for shortest/most direct route (please note the offer from Deutsche Bahn for travels within Germany: <https://www.bht-berlin.de/fsi-bahn>).
- Travel by private car will be reimbursed at a 0.20 Euro/kilometre rate, up to maximum of 650 km. The applicable formula [total journey km*0.20], will take into account the shortest route as attested by a supporting itinerary (e.g. Google Maps). Grant recipients who choose to use their own car remain fully liable for any accidents to the vehicle or to third parties.

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Provided it corresponds to the most cost-effective and direct route from their place of residence to the conference location, grant recipients may combine different forms of transportations (air, rail, car travel). Depending on the form of transportation chosen (or a combination thereof), the reimbursement of international travel costs will be done in the following way:

Cost incurred with excess luggage will in no case be reimbursed. This notwithstanding, expenses related to the transport of one single piece of luggage per person (exceeding the standard cabin allowance but not the weight of 20 kgs) when such cost is not included in the ticket's price, will not be considered "an excess luggage cost". In order to be entitled to the reimbursement of such costs, grant recipients must provide evidence that the transport of such piece of luggage was not included in the airline fare.

Except in the case of early departure and/or late arrival expressly linked to attending the event, and on the basis of a case-by-case assessment, local transport costs (taxi, etc.) are excluded from the aggregated value of reimbursable travel expenses.

Reimbursement documents and payment

Before the conference:

Unless otherwise provided or agreed between the BHT and the grant recipient, the grant recipient must send the invoice from the transport and a copy of the travel itinerary latest 2 weeks before arrival at the conference location.

Grant recipients traveling by private car should submit a Google Map or any other form of itinerary of their journey.

After the conference:

In order to receive reimbursement, the grant recipient must send an invoice to the BHT. He/she may use a template, provided by BHT.

For the reimbursement of the transfer costs as well as accommodation and meal costs, the following documents must be submitted to the BHT with the invoice:

- Ticket invoices,
- Boarding passes/train tickets boarding pass,
- Invoice from the hotel or any means of accommodation,
- Bills and receipts from dinner.

The reimbursement will be paid after receiving the invoice and all documents listed above via bank transfer. **IMPORTANT: Any bank or similar charges incurred in the process of payment shall be borne by the grant recipient.**

The amount reimbursed for accommodation and meals is up to €385, any costs over this amount will be borne by the grant recipient herself/himself.

Miscellaneous

The travel grant recipient will organise and book her/his travel to/from Berlin and the accommodation in Berlin herself/himself as well as other travel arrangements. If the travel grant recipient has confirmed her/his participation but must cancel due to sudden illness she/he must inform the MBA Renewables team immediately and provide a medical certificate and letter of excuse.

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We highly recommend you to buy travel tickets with travel cancellation insurance. So that in any case of cancellation of the trip you will be reimbursed from your travel agency or airline. Please note that the costs for insurance are not covered by the travel grant.

The grant cannot be transferred to another person.

The MBA Renewables programme is governed by German Law.

The court of arbitration shall be Berlin, Germany.

Berlin, April 2024