

### Information on the use of experts

In principle, fee-based or, better still, work contracts (application and questionnaire) can be concluded with experts; financing is provided from the budget of the respective structural unit.

→ See information on the [SG 2.4 website](#)

If travel expenses are also to be reimbursed under these contracts, this must be indicated (informally) at the time of application so that the contracts can be calculated and issued accordingly.

In addition, experts can also be reimbursed for travel expenses only under the 'Travel expense reimbursement to third parties in the official interest of TU Dresden' scheme. Information on this can be found on the [intranet](#)

Due to the applicable notification regulation, [an additional form](#) must be used for this purpose.

If only travel expenses are to be reimbursed, the following must be observed:

1. A written invitation to the experts is mandatory

The invitation must specify which travel expenses are to be reimbursed (in accordance with the Saxon Travel Expenses Act - SächsRKG), for example, 20 or 35 pence/km for use of a private car, 2nd class rail travel (or 1st class if applicable); Reasonable/realistic accommodation costs – e.g. up to EUR 90.00/night. If the reimbursement limit is not specified in the invitation, only the lowest reimbursement amounts according to the SächsRKG can be paid.

*Sample text for invitation: ... "Necessary travel expenses in connection with this assessment will be covered as follows: 2nd class rail travel and accommodation costs up to EUR 90.00. Please submit the original receipts with your statement of account to (structural unit). You can use the enclosed form for the statement of account or submit it informally. " ...*

and

2. Subsequent settlement of the necessary travel expenses (with proof).

This can be done informally (or using the settlement form) and must include the full name, address and bank details of the assessor, as well as a list of the costs incurred; the supporting documents must be enclosed (as expenses are reimbursed in accordance with Section 670 of the German Civil Code (BGB)).

The complete statement of account must be submitted to SG 2.4 for settlement, together with a copy of the invitation and an invoice cover sheet.