

Information Sheet
Regarding the Granting of Compensation for Moving Expenses under the
Bundesumzugskostengesetz (Federal Act on Moving Expenses, BUKG)

1. Eligibility for compensation for moving expenses

Compensation is granted for moving expenses in accordance with the provisions of the Federal Act on Travel Expenses (Bundesreisekostengesetz, BRKG) after completion of the move. For you to receive compensation, your personnel office must have approved the reimbursement in writing. Compensation for moving expenses must be applied for in writing within a period of one year after the completion of the move, using the form entitled “Application for Granting of Compensation for Moving Expenses” (Antrag auf Gewährung der Umzugskostenvergütung), which must be submitted to the travel expense office (Reisekostenstelle).

2. Expenses eligible for reimbursement

2.1 Costs of transportation (Beförderungsauslagen) (Sec. 6 BUKG)

The necessary costs for the transportation of household effects from the previous residence to the new residence are reimbursed.

(Moving via shipping company

In the case of moves via shipping company, closed-ended moves from the previous residential location to the new residential location are generally acknowledged as necessary. Sending individual parts of the household effects separately is permitted, but the total expenses of transportation reimbursed must not exceed the expenses that would have been incurred if all household effects were transported to the new residence together.

Before signing a moving contract, you are required to submit two cost estimates prepared by furniture moving firms that are legally and commercially autonomous and unaffiliated with each other to the travel expense office.

The household effects to be relocated must first be visually examined by the moving company and a cost estimate that includes a list of the goods to be moved must be prepared. Cost estimates must include a binding maximum price. The service specifications set out in the cost estimates must include the type and scope of the individual services that are to be performed for the move (e.g., scope of the household effects to be moved, door-to-door shipping charges, removal and reinstallation of a wall cabinet unit, packing and unpacking household effects to be moved, removal of empty packages, posting of any “no stopping” or “no parking” signs that may be necessary). Any fees or charges that may be assessed for the preparation of the cost estimate are not eligible for reimbursement.

The cost estimates (including list of goods to be moved) must be submitted to the travel expense office for review. After the travel expense office confirms that the costs will be assumed, you can issue your order to the shipping company in question for your move. You can obtain an advance payment toward shipping company charges by submitting an application to that effect, accompanied by the original documentation. No particular form is required for this kind of application.

(Moving on your own

If you move without utilizing the services of a shipping company, you will be reimbursed for your documented necessary expenses. This does not apply to work performed by you or by any person living in your household.

2.2 Travel expenses (Reisekosten) (Sec. 7 BUKG)

The following travel expenses will be paid in accordance with the provisions of the BRKG in connection with the Landesbeamtenengesetz (Civil Service Act for the State of Berlin) to find or view a home and to prepare for and implement the move for you and all other persons in your household (with the exception of fiancés and unmarried life partners):

(Travel to accompany the move

Travel expenses are eligible for reimbursement on the same conditions that apply to business travel for travel from the previous residence to the new residence, along with the daily allowance (Tagegeld) and, where applicable, allowance for costs of overnight accommodations (Übernachtungsgeld) from the date of loading until the date of unloading of the household effects to be moved. An allowance for costs of overnight accommodations is granted for the date of unloading of the goods only if it has become necessary to spend the night outside the new residence.

(Travel to view the home

For purposes of finding or viewing a home, the costs of not more than two trips for one person, or one trip for two people, will be reimbursed in the amount of the lowest-priced ticket available in the lowest generally available class of travel via a regularly scheduled mode of transportation (train travel, second class). A daily allowance (Tagegeld) and allowance for costs of overnight accommodations will be granted for not more than two travel days and two days in the location for each trip.

(Travel to prepare for the move

For travel from the new location of your work, in Berlin, to the location of your previous residence for purposes of preparing for and implementing the move, you will be reimbursed for fares as in the case of travel to view a home. No daily allowance (Tagegeld) or allowance for costs of overnight accommodations (Übernachtungsgeld) will be granted. Any fare discounts that may be offered in the individual case by Deutsche Bahn AG (examples: Bahncard, savings or promotional prices (labeled Sparpreis or Aktionspreis)) must be utilized.

2.3 Compensation for rent (Mietentschädigung) (Sec. 8 BUKG)

If, as a result of contractual obligations, you are required to pay rent for two different residences for the same period, you can be reimbursed for the costs of the residence that you are no longer using, provided that it is completely vacant. Rent for your previous residence can be reimbursed for no longer than six months and rent for your new residence for no longer than three months. If you previously lived in your own home or condominium, that status is considered equivalent to having lived in a rented residence, so you may be eligible for payment of the same kind of compensation. No compensation for rent will be granted if your new residence is in your own home or condominium.

2.4 Other expenses (Sec. 9 BUKG)

Brokerage fees (Maklergebühren)

If it was legitimately necessary to utilize the services of a professional broker to rent a new home at the new location of your work, the only costs that are eligible for reimbursement are the necessary brokerage fees, at the rates typical of this location, for the brokerage of the residence, not to exceed two months' rent (base rent without ancillary expenses), plus value-added tax. If you purchase residential property, brokerage fees are eligible for reimbursement only up to the amount of the corresponding fees for an appropriate rented residence.

(Supplementary instruction for children

You may apply for an allowance for the costs of necessary supplementary instruction for the unmarried children who live in your household if such supplementary instruction becomes necessary as a result of the move. You must provide a certificate from the school in order to apply for this type of allowance.

2.5 Lump-sum compensation for other moving expenses (Sec. 10 BUKG)

This lump-sum compensation provides blanket reimbursement, without individual documentation, for all other moving expenses that are not specified in Sections 6 through 9 of the BUKG (such as work performed by companies in your new residence, car re-registration, renovation of your previous residence).

3. Compensation for moving expenses in special cases (Sec. 11 BUKG)

In certain special cases where there is good cause to do so, a civil servant with his or her own household may be granted compensation for moving expenses for moving into a provisional residence if the new residence has been acknowledged beforehand, either in writing or electronically, as a provisional residence.

4. Moving from another country (Sec. 13 BUKG)

As a basic principle, moves from another country for a position for which you are hired in Germany are treated as equivalent to domestic moves. The only travel expenses that will be reimbursed, however, are those of the travel to accompany the move (see 2.2). Expenses incurred for travel for purposes of finding or viewing a home and for preparation for, and implementation of, the move will not be reimbursed.

For more information, and to request application forms, please contact the travel expense office (Reisekostenstelle) within the Central University Administration at Rudeloffweg 25/27, 14195 Berlin.