

## **General information about the Deutschland-Ticket**

On the occasion of the introduction of the Deutschland-Ticket on 1 May 2023, please consider the following information:

### **Scope:**

The ticket is valid on all means of public transport in Germany, i.e. on regional rail services, buses, trams, underground and suburban trains. **Not included** are long-distance buses and trains - such as ICE, EC and IC of Deutsche Bahn or other providers.

- The Deutschland-Ticket is only available for 2nd class travel. -

The Deutschland-Ticket is personalised and only valid with a name entry and together with a valid official photo ID.

The Deutschland-Ticket is available as an annual ticket with monthly payment only as part of a subscription.

**When applying for the Deutschland-Ticket, reimbursement is only possible if prior approval has been obtained from the department. Deutschland-Tickets purchased without this approval cannot be reimbursed under travel expenses law. At the same time, comparative offers must be submitted to show that the Deutschland-Ticket is the most economical option.**

If a Deutschland-Ticket is purchased on the occasion of one or more business trips, the ticket price may be reimbursed. Private use is then harmless. It should be noted that the costs of a Deutschland-Ticket purchased for business purposes may only be settled once per month, even if it is used several times for business purposes.

A privately purchased Deutschland-Ticket cannot be reimbursed - not even on a pro rata basis - and must be used for official business. This also applies to tickets purchased for regular journeys between home and work.

Please note the following:

The most economical means of transport must always be used. Fare reductions are to be used.

The subscription must be cancelled if the use of the Deutschland-Ticket for business reasons in a month is not the most economical option because corresponding

business trips do not occur. Holders are responsible for cancelling the subscription themselves.

Notice of termination may be given by the 10th day of a calendar month to the end of the respective calendar month.