

**Use of major customer discount (*Großkundenrabatt*) with Deutsche Bahn AG in the context of travel expense statements**

Pursuant to § 4 Para. 2 of the Bundesreisekostengesetz (Federal Act on Travel Expenses, abbreviated BRKG) in connection with Point 5.1 of Freie Universität Travel Guidelines 7/2006, dated November 21, 2006, and Freie Universität Memo V 2/2004, dated January 29, 2004, all possible price discounts must be taken into account for business travel purposes.

Despite detailed information provided to the university divisions and employees (through means such as memos, on the homepage of Freie Universität, and via newsletters), a review of the situation has shown that some business travelers do not always claim the major customer discount (*Großkundenrabatt*) of 9% granted to us by Deutsche Bahn AG.

With an eye to compliance with the legal requirements and the principle of conservative use of funding, it has therefore been decided that in the event that a traveler fails to claim the major customer discount **for rail travel at normal prices (not for special or discounted prices) – including the use of a BahnCard 25 or BahnCard 50 discount card –9% will be deducted from the ticket costs for each documented instance of business travel** (see also Point II of Freie Universität Memo V 2/2004, dated 29/01/2004). A deduction will also be made in the case of tickets purchased from vending machines unless the business traveler can provide compelling reasons showing the necessity of the vending machine purpose.

Mika