

Childcare for Leibniz Leadership Academy Events – Information Sheet

Attendees of Leibniz Leadership Academy events can claim reimbursement of childcare costs, if necessary. For this we follow the [recommendations of the Federal Ministry for Family Affairs](#) for implementing § 10 of the German Equality Act. For reasons of economy, please be responsible and prudent when making use of this support option.

You can claim for childcare costs if

- the costs would not have arisen if you were not taking part in the Leibniz Mentoring events, and
- the usual childcare provisions are not sufficient or cannot be used
- the children are no more than 14 years old.

We can reimburse up to €25 per hour, up to a maximum of €250 per day. The maximum that can be claimed in a year is the tax-free amount for these kinds of benefits (currently €600).

Travel and accommodation costs can be reimbursed in the following cases:

- If a carer looks after the child free of charge in the child's home, the travel costs they incur can be reimbursed.
- If the child is looked after at the carer's home, the costs incurred in dropping off and collecting the child can be reimbursed.
- If the child is looked after at the event location, the child's travel and accommodation costs can be reimbursed, as well as additional costs (e.g. for a cot).
- If the child is cared for privately at the event location, travel and accommodation costs for an accompanying carer can be reimbursed.
- Reimbursements are based on the German Travel Expenses Act. In line with the above provisions, there is a maximum limit of €600.

Applying for reimbursement and submitting expenses

Applications for reimbursement can be submitted in an informal email, including a short justification, to akademie@leibniz-gemeinschaft.de. This should be done as early as possible and include the estimated amount. To submit expenses for reimbursement, please send the original receipts using the reimbursement form from Leibniz Headquarters.