



## Equal Opportunity Commission of the Faculty of Economics and Social Sciences

### Guidelines for the Reimbursement of TEA Funds

As part of the TEA funds provided by the Central Equality Officer, the Faculty of Economics and Social Sciences is annually allocated funds for teaching assignments and practical lectures.

Both for the reimbursement of teaching assignments and for the reimbursement of practical lectures/Gender Studies specialist lectures, there is a deadline of **four months after the event has taken place**. Unfortunately, reimbursements submitted after this deadline can no longer be considered!

#### 1) Teaching Assignments

**Teaching assignments** are remunerated at a rate of €50.00 per teaching unit. Additionally, up to €580 in travel expenses is available per teaching assignment for a maximum of 3 trips in the case of compact seminars.

##### Rules for the reimbursement of teaching assignments:

- Informal letter with a **cost breakdown** and a request for reimbursement
- **Approval letter** from the Equality Commission
- Details on the **number of registrations** for the course and the actual number of participants, differentiated by gender
- If the course was evaluated, the **evaluation results** must also be included in the documents
- Use of the university's reimbursement form (for teaching assignments or travel expense applications); the above hourly rate of €50.00 has to be used
- **Original receipts** must be included for the reimbursement of travel expenses. For compact seminars, a maximum of 3 trips up to €580 in total can be reimbursed
- Do not forget to provide the **bank details** of the payment recipient
- Submission of the **complete reimbursement documents in their original form** to:  
Prof. Dr. Martin Biewen, Faculty of Economics and Social Sciences, Mohlstr. 36, 72074 Tübingen

## 2) Practical Lectures/Gender Studies Specialist Lectures

For each practical or specialist lecture, an honorarium of €289 and €100 in travel/accommodation costs (for a 1.5-hour lecture) can be allocated. Travel and accommodation expenses exceeding €100 must be covered by the speakers themselves (e.g., from the honorarium). For participation in a panel discussion, the honorarium is €100. Travel and accommodation costs for participation in panel discussions are reimbursed based on the flat-rate expense reimbursement for guest lectures, depending on the distance from the speaker's residence, or alternatively based on receipts submitted via a travel expense reimbursement form.

### Rules for the reimbursement of practical/specialist lectures:

- Informal letter with a **cost breakdown** (differentiated between honorarium and travel expenses) and a request for reimbursement
- **Approval letter** from the Equality Commission
- Details on the **number of participants**, differentiated by gender
- Information on the **name, qualifications, and current profession** of the speaker
- **Announcement of the event** (promotional text) or a brief summary of the lecture topic  
Veranstaltungsankündigung
- **Original receipts** must be included for the reimbursement of travel expenses
- Do not forget to provide the **bank details** of the payment recipient
- **Date of birth** (no reimbursement without date of birth)
- Submission of the **complete reimbursement documents in their original form** to:  
Prof. Dr. Martin Biewen, Faculty of Economics and Social Sciences, Mohlstr. 36, 72074  
Tübingen

For inquiries regarding reimbursement: [gleichstellung@wiso.uni-tuebingen.de](mailto:gleichstellung@wiso.uni-tuebingen.de)

Tübingen, 28th November 2024

**Gez. Prof. Dr. Martin Biewen**

Equal Opportunity Officer of the Faculty of Economics and Social Sciences