

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, Senior Citizens, Women and Youth](#) 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
- childcare is necessary and cannot be provided at a lower cost or without additional costs
- the children are no more than 14 years old.

Childcare costs are reimbursed at the statutory minimum wage of currently 12.41 euros per hour. A maximum of 10 hours per day and the non-taxable amount for such services (currently 600 euros) per year are eligible for reimbursement.

Note: Payment to the carer should be made in cash (for tax reasons).

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 before the start of the event and should include the estimated amount. To submit expenses for reimbursement, please send the original receipts using the reimbursement form from Leibniz Headquarters. Childcare costs can be reimbursed without a receipt, but with a declaration from the applicant. Please state the childcare situation, including the times and place of care.