

Reimbursement conditions

How to check your available budget, which receipts can be accepted and more

- [Reimbursement conditions](#)

Reimbursement conditions

In a nutshell

- Professional cost and travel expenses will be reimbursed from your budget.
- Costs can be reimbursed only if they are related to an order processed via Smart or to your activity at Smart.
- All professional expenses that you wish to reimburse from your Smart budget must be submitted in the Smart Portal.
- Each receipt should be uploaded individually. You can then combine several receipts into one expense reimbursement. We will check the receipts for correctness and reimburse the amount to your account.

Budget for expenses

You need enough budget for expenses to submit a reimbursement request.

Available budget for expenses is the budget that has already been paid to Smart by your clients and is not planned for your employment costs. Planned and submitted invoices cannot be used for reimbursement of expenses. You can see whether and how much budget is available for expenses 1) in your budget overview as well as 2) in the reimbursement form.

The expense reimbursement form (2) shows your available budget including expenses in the queue that have not yet been transferred. In the budget overview (1), the amount will only be deducted after the expense has been confirmed.

1)

Member	
Budget name	Smart Bildungswerk
Budget type	Personal Budget
Budget number	[REDACTED]
Member name	[REDACTED]
Member number	[REDACTED]
Available budget	2.929,49 EUR
Budget for expenses	2.929,49 EUR

2)

● Budget available for reimbursement.1.173,00 EUR

See also the information under [payment guarantee](#) and [budget](#).

Receipts

- Only receipts with a date after the start and during your employment at Smart can be accepted.
- Receipts **from €250** gross must include the Smart address (also hospitality receipts):
SMartDe eG, Wilhelmstrasse 150, 10963 Berlin or
Smart Bildungswerk, Wilhelmstrasse 150, 10963 Berlin

We do not accept invoices with your private address. You can submit a receipt for less than €250 without any address (in which case it is officially not an invoice but a receipt). You can see what a correct invoice should look like [here](#).

- All receipts from abroad must include Smart's address and VAT number (reverse charge without VAT shown):
VAT ID Smart eG: **DE302421357**
VAT ID Smart BW: **DE328477094**
- Paper receipts are not accepted. Please only upload legible copies or scans in pdf format directly in the form. Important: only one receipt per file.

Tip: How can you convert photos into PDFs?

1. right-click on the image -> select 'Print' -> under Printer 'Save as Adobe PDF'
2. Alternatively, you can use free conversion programs on the Internet or apps on your cell phone that convert the photo directly into a PDF (e.g. Genius Scan).