

Deutsche Bahn Corporate Customer Discount for Business Trips (bahn.corporate)

Please refer to your business trip approval form to find the customer number assigned to Paderborn University as this customer number may only be disclosed internally within the university. According to the State Travel Expenses Act, DB train tickets for business trips must be purchased using the corporate customer discount.

As of 1 January 2014, the corporate customer discount is 5%.

Online Booking

You can book your ticket online and print it out from your workplace PC or from any other computer with an Internet connection and printer. The "online counter" is open 24 hours a day. A credit card must be used for the payment.

Additional benefits of booking online include:

- Online tickets/reservations can be booked up to 10 minutes before departure time and printed immediately.
- Free online cancellation if cancelled before the first day the ticket is valid (first day of travel)
- The ticket and your identity are verified on the train by showing your BahnCard Business card, credit card, or EC card/Maestro card
- The fee for seat reservations for second class train tickets is currently 4.50 EUR each way

You just need to register before making your first booking online. To do so, please send an email with your first name and surname to the Travel Expenses Office. The Travel Expenses Office will use your data to set up your registration at Deutsche Bahn. Once you are registered, you will receive an email with a link you can use to log on to the Bahn AG website and create your personal corporate customer account. More information is available here: [Deutsche Bahn: Information about Online Tickets](#)

Purchasing Tickets at the Train Station

You can also buy your train ticket at the counter e.g. at the DB Travel Agency in the Paderborn Hauptbahnhof railway station. Please tell the sales agent there that you want to book the trip using the University's corporate customer discount number and make sure to have the number ready. You can purchase your ticket with the discount at any DB railway station in Germany that has a ticket counter.

Purchasing Tickets at a Ticket Machine

You can only buy a ticket using the corporate customer discount in combination with the BahnCard discount if you already have a BahnCard Business card that was previously purchased from the corporate customer portal on the Deutsche Bahn website.

If you do not have a BahnCard the corporate customer discount will be deducted from the regular fare.

Online Booking on your Smartphone

Here is how to book tickets on your smartphone: [Deutsche Bahn: Information about Online Tickets](#)

Purchasing a Business BahnCard or BahnCard

The cost of buying a Business BahnCard or BahnCard can be reimbursed. Please contact the Travel Expenses Office!