

## Procedural information for the reimbursement of a BahnCard

According to the circular of the Ministry of Finance dated 22.01.2021

- For **BahnCard Business 25 and 50**, it is **mandatory** that the business traveler submits a [forecast](#) of upcoming business trips in the next twelve months.  
The BahnCard costs will then be reimbursed (see below).
- Private BahnCard 25 and 50 will not be reimbursed until they are fully amortized.
- The BahnCard 100 is **generally** not refundable (not even on a pro-rata basis).

The **BahnCard Business 25 and 50** and private BahnCards 25 and 50 purchased and submitted to date will still be reimbursed on a pro-rata basis until they are settled.

A **BahnCard Business** is to be purchased for business trips, as this is the only card that is eligible for the Deutsche Bahn wholesale discount. The **BahnCard Business** can also be used for private travel. You can find more information about the **BahnCard Business** [here](#).

**BahnCard Business** with the validity period **from 01.04.2021** will be reimbursed as follows:

- There will no longer be a pro-rated reimbursement.
- It is required that the business traveler provide a [forecast](#) of upcoming business trips over the next twelve months.
- Subsequently, the purchase value of the **BahnCard Business** is refunded with a [corresponding account assignment sheet](#).

Privately purchased BahnCard with the validity period **from 01.04.2021** will be reimbursed as follows:

- There will no longer be a pro-rated reimbursement.
- After **full amortization**, the purchase value of the BahnCard is refunded with a [corresponding account assignment sheet](#).
- When his/her BahnCard has been **fully amortized**, the traveler will receive a statement from the travel cost center with the corresponding accounting objects and the associated creditable BahnCard portions (these will be calculated by the travel cost center as before when the travel expense report is submitted, but will not be reimbursed on a pro rata basis). Based on this statement, the traveler submits the account assignment sheet provided for this purpose to the travel cost center, specifying one or more accounting objects.

## ***Your travel cost center***