

Department:

Date:

Institute:

Phone:

## Request for Payment for Guest Activities

(only for visiting scholars/guests who stay for up to a maximum of one month and/or receive compensation/expense allowances of up to EUR 2.500)

through the department (with the request for endorsement):

Department / Central Institute / Central Facility

Date, Stamp, Signature Dep./Inst./Facility

### Funding from

Fund:

Cost center:

Financial position:

Name, First Name, Title:

Address (exact postal address):

Date of Birth:

Tax Identification Number:

Home institution:

Title / Topic:

Phone of the host:

Guest activity on at o' clock

Start of the trip on at o' clock

End of the return trip on at o' clock

**Costs:**

**A. flat-rate reimbursement\***

of a total of

Euro (incl. fees, travel, stay, accomodation costs)

\* acc. to allowance rates

or

**B. Itemized Billing**

Flight costs from \_\_\_\_\_ to \_\_\_\_\_ and back \_\_\_\_\_ EUR

Train costs from \_\_\_\_\_ to \_\_\_\_\_ and back \_\_\_\_\_ EUR

Transfer\* from \_\_\_\_\_ to \_\_\_\_\_ and back \_\_\_\_\_ EUR

car trip from \_\_\_\_\_ to \_\_\_\_\_ and back \_\_\_\_\_

\_\_\_\_\_ km at EUR 0,20/km

EUR (max. 130,- EUR)

**\* Reimbursement of taxi costs according to the Federal Travel Expenses Act is only possible with special justification!**

**Accomodation costs: \_\_\_\_\_ EUR**

**Total costs: \_\_\_\_\_ EUR**

*mathematically correct:* \_\_\_\_\_  
Signature of Applicant

I assure that the travel expenses specified above were incurred by me. I have - not - received contributions from third parties for this trip (if yes, in what amount?)

The fee amounting to responsible tax \_\_\_\_\_ EUR I will declare at my tax office.

The total amount due to me should be transferred to the bank account listed below.  
**For international transfers, please also provide BIC/S.W.I.F.T.-Code**

**Bank:**

**IBAN:**

**BIC/S.W.I.F.T.-Code:**

Place / Date \_\_\_\_\_  
(Signature of the guest)