

Date

School of Business & Economics

**Request for Payment to compensate for a guest activity**

(Only for visiting scientists with a maximum stay of one month and/or under 2,500 EUR honorarium/expense payment)

**via the Dean's Office**

Stamp	Date, Signature

**Applicant/Guest Supervisor:**

Chair:

Name, First name:

Extension:

**Funding:**

Fonds:

Cost Center:

Financial item:

**Guest Information:**

Name, First name, Title:

Private address

(postal):

Home institution:

Title of lecture:

*(Please attach program/announcement or similar)*

Guest activity on/from: \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ hours

**Itinerary:**

**Begin on** \_\_\_\_\_ **at** \_\_\_\_\_ **hours** **End on** \_\_\_\_\_ **at** \_\_\_\_\_ **hours**

**Expenses:**

**A. Lump-sum compensation**

Lump-sum total (incl. fees, travel, accommodation and lodging expenses)

OR

**B. Single Invoice:**

Airfare	from		to			EUR
Rail travel	from		to			EUR
Taxi*	from		to			EUR
Car trip	from			km à EUR/km (max. 130€)		EUR
	to					
Public transportation						EUR
Accommodation						EUR
other						EUR
*Please attach justification					<b>Total costs</b>	<b>EUR</b>

**mathematically correct:**

Signature Applicant/Guest Supervisor

I certify that I have incurred the travel expenses indicated above. I have received third party funding of (please indicate amount).

I will pay tax on the fee received in at my responsible tax office myself. the amount of

The total amount due to me should be transferred to the following account:

**Bank (Name and seat)**

**IBAN/Account-Nr.**

**BIC/SWIFT-Code**

Place

Date

Guest signature