

Department's stamp

 To the
Finance Division
via the Dean of the Faculty

Application for the remuneration of a guest lecture

Please select:	Academic title:
First name:	Last name:
Address:	
Lecture title:	Social Security Nr.:
	Date of Birth:
	Lecture date:
Travel from:	Travel to:
Travel expenses: ¹⁾	Daily rate (€ 118,80): ²⁾
Lecture days (maximum of 3 days):	Total amount:

The head of the department herewith confirms that the guest lecturer pays taxes³⁾ to the state of
Furthermore, it is confirmed that the guest lecturer is not an official employee of the University of Innsbruck while giving the lecture.

- 1) If you are travelling by train, a 2nd class ticket will be reimbursed. The amount of expenses of a 2nd class train ticket can be invoiced without any receipts. If the expenses are higher than a 2nd class train ticket or another transport is used for travelling one has to submit the original receipts (Regulations für travel costs).
 2) Daily rate: € 118,80, a statement is needed if the lecture lasts more than one day.
 3) The tax liability is important for the classification (downloads <http://www.uibk.ac.at/finanzabteilung/downloads.html>).

Auszahlung aus SAP-Kontierung

Cash check (can be picked up in the Finance Division)

accepted by _____ date _____

 Remuneration to the bank account of the lecturer.
Please note: High expenses for transfers beyond the EU.

Owner of the bank account:

Name of the bank:

IBAN:

BIC/SWIFT:

The guest lecture is approved by

The guest lecture is not approved by

Innsbruck, _____

Head of the Department or
Head of the research priority

Noted by:

Innsbruck, _____

Dean

Confirmation

Please return this form to the Finance Division, after the lecture.

Herewith I confirm that

I have given the lecture and that

I have obtained the remuneration with thanks

I agree to the transfer of the remuneration to my bank account declared.

Signature of the lecturer

In case the lecture has to be cancelled, you are kindly asked to inform the Finance Division as soon as possible.