

**Info Sheet for event funding from the  
Research Area “Cultural Encounters - Cultural Conflicts”**

We are pleased to be able to sponsor your event. Please note the following points to ensure a smooth process, especially with regard to invoicing:

1. We ask you to use our [logo](#) on printed and/or digital materials for your event or to name the Research Area as the funding body.
2. The funding can only be paid in the form of invoice transfers up to a maximum of the agreed total amount, but cannot be transferred to institute or project accounts.
  - a. For **digital invoicing**, the invoices must be sent by the accountants to the address [invoice@uibk.ac.at](mailto:invoice@uibk.ac.at) and CC to [fsp-kultur@uibk.ac.at](mailto:fsp-kultur@uibk.ac.at), stating “119740 FSP Kulturelle Begegnungen - Kulturelle Konflikte”.
3. For a **refund application** for payments already made (e.g. for smaller items in connection with buffets) and for the **reimbursement of travel expenses** of external persons, please use SAP Fiori, stating our account number 119740. The original receipts (receipts, train tickets, etc.) must be kept until the expenses have been successfully reimbursed.
4. For catering costs for events, please enclose a letter with the number of participants broken down by internal and external persons.
5. In the case of deliveries and services from **companies based in another EU country**, please refer to the tax information on the website of the [Finance Department](#).
6. If events are likely to be canceled or postponed, please contact us in good time so that we can find a solution. **The funding needs to be claimed until mid December this year.**
7. Honorary notes can only be accepted in exceptional cases and for artistically active persons. The necessary contract for work must be issued by the Research Area.
8. The funded event must be assigned to the Research Area in the University’s database (“FLD”) (this does not affect other assignments, e.g. to institutes or research centers).

If you have any questions, please contact us at [fsp-kultur@uibk.ac.at](mailto:fsp-kultur@uibk.ac.at) at any time