

### 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 a **postal invoice**, please send the original, not yet paid, invoices to the following address (or have the invoicing party do so), and please make sure to include the following:  
  
University of Innsbruck  
Finance Department  
119740 FSP Cultural Encounters - Cultural Conflicts  
Josef-Hirn-Straße 5-7  
6020 Innsbruck  
  
When submitting your invoices, please send scans of the invoices to [fsp-kultur@uibk.ac.at](mailto:fsp-kultur@uibk.ac.at) so that we can allocate them to the relevant funding in the further workflow.
  - b. 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, you will find the forms on the website of the [Finance Department](#) (accessible for employees under “Protected area intranet for employees only” > “Forms downloads”). In both cases, only postal submissions are possible, as the original receipts (receipts, train tickets, etc.) are required.
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.
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