



Annex to a payment order relating to a period of stay by a guest

(guest stay without concurrent scholarship)

Host organisation (institute/ academic institution):

Guest (first name, surname, home address):

Bank details of guest (name and address of bank, IBAN or sort code and account number, swift code):

The above-mentioned guest will receive through the specific assignment or in the context of the project entitled (optional)

a subsidy for travel and accommodation costs for the period from to amounting to €.....

The payment of the subsidy for travel and accommodation costs will take place according to:

- checkbox instructions from the funding body
checkbox state travel cost law (LRKG)

and will consist of the following:

- checkbox travel costs* = €
checkbox per diem** = €
checkbox overnight costs* = €
Amount paid out = €

In the case of guests based abroad the University covers value-added tax under §13b university tax law (UStG) amounting to currently 19% on top of the amount paid. The University is obliged to report the payments to the revenue authorities pursuant to the General Obligation to Disclose Information (§93a German Fiscal Code).

*supporting documents must be attached.

**If the payment is under LRKG the rate of €24 per day (24h) will be used. Arrival and departure days will be considered on a pro rata basis.

Q&A: ...

Date, signature of budget officer

Date, signature of guest

The budget officer confirms with his/her signature the accuracy of the payment amount under the administrative regulation with regard to §70 of the state budget rules.