

UNIVERSITÄT HEIDELBERG ZUKUNFT SEIT 1386

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	Bank		
	Address		
	IBAN		
	SWIFT/BIC		
The above-mentioned guest will receive through the specific assignment or in the context of the project entitled (optional)			
a subsidy for travel and amounting to	l accommodation co €.	ests for the period from	to
The payment of the sul	osidy for travel and a	accommodation costs will take place	e according to
instructions from the funding body			
state travel cost law (LRKG)			
and will consist of the f	ollowing:		
travel costs*	=	€	
per diem**	=	€	
overnight costs*	=	€	
Amount paid out	=	€	

In the case of guests based abroad the University covers value-added tax under §13b German tax law (UStG.) 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. **Information on the calculation can be found under: https://www.uni-heidelberg.de/universitaet/beschaeftigte/service/personal/dienstreisen.html#tagegeld

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. See: <u>http://www.zuv.uni-heidelberg.de/finanzen/haushalt/Festellungsvermerk.html</u>