

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 $\qquad$ or in the context of the project entitled (optional) $\qquad$
a subsidy for travel and accommodation costs for the period from $\qquad$ to $\qquad$ amounting to $\qquad$ €.

The payment of the subsidy for travel and accommodation costs will take place according to
$\square$ instructions from the funding body
$\square$ state travel cost law (LRKG)
and will consist of the following:
$\square$ travel costs*
$\square$ per diem**
$\qquad$
$\square$ overnight costs*
$=\ldots$
$=\ldots$
Amount paid out
$=\ldots$

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 $\S 70$ of the state budget rules.
See: http://www.zuv.uni-heidelberg.de/finanzen/haushalt/Festellungsvermerk.html

