

Application form for payment order (guest_stay_G02) of a subsidy relating to a guest stay

Do not use for the participation in a scientific event (=Form Guest_01), concurrent scholarship holders, fee- and work contractors, (guest) lectures or the like!
Do not use for university employees or individuals affiliated with the university (students, PhD students, employees without compensation)!

1. Institute

name of institute _____

address _____

contact person _____ name, e-mail, phone _____

You can obtain the **mandatory university order number** and the optional additional processing information from the person responsible for invoice processing in your unit/institute.

order number/optional processing information (mandatory field)

UHD

-- barcode --

(to be stuck by scan centre)

2. Guest information (This data and the corresponding payments are collected and transmitted to the German tax authorities in accordance with German Income Tax Act § 41 and Tax Code §§ 93a, 93c.)

Personal data

name, first name * _____

address * _____

postal code and place of residence * _____

country * _____ birth date * _____

e-mail _____

tax ID * _____ permanent residents in Germany: 11 digits, numerical / non-residents: tax ID in country of permanent residence

tax number _____ permanent residents in Germany (if applicable): 13 digits incl. special characters

USt-ID _____ permanent residents in Germany and EU (if applicable): country code and numbers

Bank details (only of recipient and not of intermediary bank)

name of bank _____ name and registered office _____

Swift/BIC _____ mandatory except for banks in the US³

IBAN * or _____ if IBAN exists, address is not necessary

account-no. * and _____

routing-No./ABA-No. * _____

address _____ necessary, if IBAN does not exist

different account holder ☐ no ☐ yes ⇨ name and full address:

name _____

address _____

3. List of costs

Travel costs incurred will be reimbursed upon proof (**copies of receipts**). If a payment is only made based on the funder's specifications, this must be enclosed accordingly (if necessary only in extracts).

Payment is rendered in accordance with ☐ funder specifications ☐ State Law on Travel Expenses (LRKG) and is comprised of the following:

travel costs _____ Euro or foreign currency¹: _____

overnight accommodation costs _____ Euro or foreign currency¹: _____

per diem allowance² _____ Euro or foreign currency¹: _____

Total payment * _____ **Euro or foreign currency¹:** _____
(in Euro OR foreign currency)

¹ If the payment is to be made in one of the possible foreign currencies, the corresponding currency code must be entered here.

For possible foreign currencies, see: Service A-Z, keyword [foreign currencies](#). If no entry is made here, a refund will be made in Euro.

² For calculating daily allowance, see: Service A-Z, keyword [business trips](#). **No daily allowance may be paid from budget funds.**

³ Certain countries in the SEPA area require the BIC to be specified in addition to the IBAN.

4. Reason for payment *

As part of the project entitled:

the above-mentioned guest receives a subsidy for travel and accommodation costs for the period

from: _____ to: _____

5. Additional information

Heidelberg University is obligated to report these payments to the tax office per the reporting regulation (§93a of the German Tax Code). The data marked with an asterisk (*) is transmitted. Receiving payments may have tax implications. Please note the relevant tax recording and declaration obligations.

For guests residing outside Germany, Heidelberg University has to cover VAT in accordance with §13b of German Value-Added Tax Act.

During the guest/research stay, the guest provides scientific, teaching or organizational assistance for the benefit of Heidelberg University.

The „*General conditions for carrying out unpaid work in a university institution as part of a guest agreement*” have been noted and complied with (see [Service A-Z](#), guest stay as part of a research project or a scientific event).

date

signature of guest

date

signature of budget manager