**Application date:**
(Appears automatically when printing if filled on page 2)

# Application form for payment order (travel_exp_G01) to reimburse travel costs / participation in a scientific event

Do not use for Guest Stay (=Form Guest_02), 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. | **-- barcode –** (to be sticked by scan centre) |
| **order number/**optional processing information (**mandatory field**) | |
| **UHD** | |

## 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 US[3]

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 currency[1]: | |
| overnight accommodation costs | | Euro or foreign currency[1]: | |
| per diem allowance[2] | | Euro or foreign currency[1]: | |
| **Total payment *** (in Euro OR foreign currency) | **0,00** | **Euro or foreign currency[1]:** | |

[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 *

For the event entitled:

travel and accommodation expenses are reimbursed for the period from: ________ to ________

due to participation at ☐ workshop / ☐ conference/meeting/symposium.

☐ **Option 1: Host facility (institute/ research facility) at Heidelberg University (see no. 1, p. 1)** Reason required for payment from budgetary resources.

reason (optional):

☐ **Option 2: Host facility outside of Heidelberg University:**
If the University pays travel costs to third parties travelling to a facility other than Heidelberg University, cite reasons as to why these costs should be paid by the University and confirm whether third-party funds were approved for this purpose.

name of external facility, place:

reason:

## 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.

The budget manager confirms that the payment was for the guest. The guest provides no research, teaching, or organizational services to the benefit of the University. The budget manager is aware that she/he and the institute/research facility bears responsibility for any tax penalties and consequences of tax law infractions or false information leading to unjustified tax advantages.

date — signature of guest

date — signature of budget manager