



Appendix for Payment Order to Reimburse Travel Costs

(no guest stay¹ and no concurrent grant, no (guest) lecture² or the like)

Does not apply to university employees!

For the event entitled

travel and accommodation expenses for the period from _____ to _____ are reimbursed for participation in the workshop / in the conference/meeting/symposium.

Option 1: Host facility (institution/research facility) at Heidelberg University:

(Reason required for payment from budgetary resources.)

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.)

Guest

First name, last name _____

Street address _____

Postal code, city _____

Country _____

Date of birth _____

Tax ID./ VAT ID _____

Bank _____

Credit institution _____

Address _____

IBAN _____

SWIFT/BIC _____

¹ For guest stays: **Appendix for Payment Order for Guest Stay.**

² For reimbursement of travel costs (without fee) for presentations of any type: **Guest lecture agreement for travel costs ONLY.**



Travel costs are reimbursed on the basis of receipts (**copies**).

The university is obligated to report these payments to the tax office per the reporting regulation (§ 93a of the tax code).

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

Payment is rendered in accordance with

- Funder specifications
- State Law on Travel Expenses (LRKG)

and is comprised of the following:

- | | | |
|---|---------|---|
| <input type="checkbox"/> Travel costs | = _____ | € |
| <input type="checkbox"/> Overnight accommodation costs* | = _____ | € |
| <input type="checkbox"/> Per diem allowance* | = _____ | € |
| Total payment | = _____ | € |

In accordance with the administrative regulation of § 70 of the State Budget Regulation, the budget manager confirms by his/her signature the accuracy of the information provided and the calculation of the amount paid.³

Date, Guest signature

Date, Budget manager signature

*For calculation instructions see:

<https://www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/dienstreisen.html#tagegeld>

Per diem allowances may not be made from budgetary funds.

³ See memorandum at:

<http://www.zuv.uni-heidelberg.de/finanzen/haushalt/Feststellungsvermerk.html>