
(Chair or other organisational unit)

– To the Dean's Office, Faculty of _____

– To: _____

by internal mail

Guest lecture: _____

Date: _____

Full name: _____

Address: _____

Bank account details (for German bank accounts only)

IBAN: _____

BIC: _____

Foreign bank account? Please complete the Foreign Bank Account Details Form.

Arrival from: _____

Return trip to: _____

Payment amount

€

Calculations by
faculty/org. unit

€

Agreed remuneration: _____

Mode of transport: Car: _____ km × €0.25 = _____

Train Aeroplane = _____

Other travel outlays = _____

Accommodation expenses: _____

Sum total: _____

I request that the agreed payment **in the amount of** _____

be transferred to the above bank account.

be held ready collection from the pay office on the following date: _____.

Hotel expenses in the amount of _____ are to be paid by bank transfer as invoiced. (Invoice is enclosed/will be submitted on a later date)

Expenses borne by the inviting institution: _____

* By signing, I confirm that the above information is correct and that the above expenses have not been/will not be claimed from a third party.

(Guest lecturer's signature)*

DO NOT WRITE BELOW – FOR OFFICE USE ONLY

an das Referat VII/2 zum Haushaltsvollzug:		Sachlich und rechnerisch richtig			Passau, _____	
_____ Fakultät/Einrichtung						
<input checked="" type="checkbox"/>	Zahlung	bei Kap. 1527			MBS-Buchung	
	Titel	UT	Kostenstelle	Betrag	KA	Hül-Nr. Datum/Nz.
	429 73-6				63901	
	459 96-2				63901	
	einladende Einrichtung				63901	