

UNIVERSITY OF BAYREUTH

Bayreuth,

Send to
Division III/3

Internal Mail

Guest lectures

For the visit/guest lecture given below, funding is requested from

Chapter (Kapitel): Item (Titel): Account (Kostenstelle):

a) Lecturer/Guest: (Name)
Private address
Postal code/city, street

b) Topic of the talk
Purpose of the visit

c) Date and time of the talk
Duration of the visit:

d) Lecture fee:	€	
Travel costs	€	
Travel expense		
Compensation	€	
	€	
Total	€	

Amount to be transferred: Bank
Bank (with address if outside Germany):
IBAN:
BIC:

The amount is to be paid in cash with acknowledgement of receipt.
(Only possible in exceptional cases for non-Europeans
with a written rationale

(Signature of the Chair/Institute Director)

IV.

Professor

Institute

Internal Mail

I agree to the above-mentioned fee in the amount of €

The guest researcher is to be informed that for the purpose of payment processing, his data required for this purpose will be transmitted to the Staatsoberkasse in Landshut and the remuneration may be subject to tax liability. He himself is responsible for any further cause in this respect.

Bayreuth, [date]
Yours faithfully,
i.A.

Neustätter, VA

V. To the
University Administration
Division III/3

Internal Mail

It is hereby confirmed that the above-mentioned visit took place
from to

Bayreuth, [date]

Confirmation of receipt

(Chair, Institute)

Das Honorar in Höhe von
€

habe ich erhalten.

(Unterschrift, Prof.)

Bayreuth, den

VI. Auszahlung des Honorars veranlasst,
HÜL-Nr.

VII. z.A.