



TECHNISCHE
UNIVERSITÄT
WIEN

Vienna University of Technology

Note:

The only legally binding version of the directives and regulations of the Technische Universität Wien is the German version published in the University Gazette of TU Wien. The English version provided here is intended as a service (guide) for our international staff members and doesn't replace the German version.

The Rector's guideline on the application and reimbursement of travel and accommodation costs for external guests

(online 29.4.2015)

approved on 1 October 2013 (replaces the guideline of 22 June 2006, announced in University Gazette no. 16/2006 amended/supplemented in University Gazette no. 2/2007 and 7/2010 and the guideline of 11 December 2006, announced in University Gazette no. 3/2007)

1.) General information

TU Wien finances the travel and accommodation costs of invited external guest lecturers and appointment lecturers, external members of appointment and habilitation committees and external examiners.

2.) Application and authorisation:

Applications to invite guest lecturers and appointment lecturers must be submitted to the relevant Dean's Office in advance. The relevant Dean of Studies is responsible for authorising guest lecturers, and the relevant Dean is responsible for authorising appointment lecturers.

Authorisations are only valid for the particular calendar year or academic year. Permission must be sought from the Dean or Dean of Studies before postponing the invitation to the following year.

The costs for external examiners shall be financed from the budget of the relevant Dean of Studies.

A formal application in advance for external members of committees and external examiners is not required. The chairperson of the committee or the relevant Dean of Studies shall confirm the necessity of the invitation or the stay as well as the time of the stay on the "External guests – reimbursement" form.

3.) Terms of reimbursement:

a) It is compulsory to use the "External guests – reimbursement" form for the reimbursement.

b) The reimbursement can only be made via the relevant Dean's Office.

c) The rail journey costs in first class according to the rates, if necessary in a sleeper car (double compartment) and transfer costs (according to bills/receipts submitted) shall always be refunded.

A flight (economy class!) shall only be granted for a distance of 500 km or more; airport taxes shall be refunded, but not parking fees.

If no flight or train ticket is submitted, the equivalent value of a rail journey in first class according to the rates shall be refunded, max. €365.00.

d) Lump-sum per diem rates shall only be paid to persons from abroad for reasons of tax law and administration.

Per noctem rates shall only be refunded, without exception, subject to submission of a hotel bill; if the hotel bill is for a double room, 70% of the stated amount shall be refunded.

e) Lump-sum per diem rates for max. one day and per noctem rates for max. one overnight stay shall be paid for external examiners (subject to submission of a hotel bill).

f) Subject to submission of the completed "External guests – reimbursement" form and all other receipts, the sum to be paid to the external guest shall be transferred to the guest's bank account as indicated on the form. In principle, payments shall not be made in cash.

g) For the reimbursement of guest lecturers and appointment lecturers, external members of committees and external examiners, advance financing by the relevant institute shall be permitted.

Requests for refunds shall be submitted with the corresponding form and with the original bill(s)/receipt(s) and the "External guests – reimbursement" form to the Bursar's Office. With regard to tax liability, no change shall occur, and if the prerequisites for withholding tax relief are not fulfilled, the amount to be refunded shall be reduced by 20% at the expense of the institute concerned.