

Settlement for External Guests

I. Institute No. / Dean's Office No.

II. Details concerning the type of remuneration

- | | | | |
|--------------------------|-------------------------------|-------------------------------------|----------------------|
| <input type="checkbox"/> | Guest presentation | | |
| <input type="checkbox"/> | Appointment presentation | | |
| <input type="checkbox"/> | Member advisory council | Tenure track for | <input type="text"/> |
| <input type="checkbox"/> | Member habilitation committee | Habilitation of (Family/First Name) | <input type="text"/> |
| <input type="checkbox"/> | Member appointment committee | Professor's Chair to be filled | <input type="text"/> |
| <input type="checkbox"/> | Appointment negotiations | Professor's Chair to be filled | <input type="text"/> |
| <input type="checkbox"/> | External examiner | Examination | <input type="text"/> |
| <input type="checkbox"/> | Other Guests (research stay) | | |

III. Details of guests with place of residence or habitual abode in Austria

A place of habitual abode is understood as being a place at which a person resides on a regular basis and over a certain period of time, without, however, intending to establish a lasting place of residence there.

Last Name Civil Servant yes no

First Name

Academic degrees Date of birth

Home adress:

Street, House No.

Postal code Town/City

Country

Home University

IV. Details of guests with no place of residence in Austria

Last Name

First Name

Academic degrees Date of birth

Home adress (Centre of vital interests):

Street, House No.

Postal code Town/City

Country

Home University

Nationality

In the event of further foreign places of residence in other foreign countries in addition to the main place of residence stated, please list addresses (Country, Postal Code, Town/City, Street, House No.)

Through my signature (below point V.), I hereby confirm that

- I do not have a place of residence (permanent home) in Austria
- no obligations exist to forward the income to other persons
- the income will not pass to an Austrian business establishment maintained by me
- the income (fees, travel expenses, allowance) in Austria will not exceed € 10.000,- within the calender year

E-Mail (Guest)

V. Form of payment

I request transfer of the remuneration, travel and living expenses to my account.

Bank connection:

IBAN	<input type="text"/>	Bank Name	<input type="text"/>
BIC/SWIFT	<input type="text"/>	Bank Adress	<input type="text"/>
Routing Code	<input type="text"/>		
Account No.	<input type="text"/>		

Date, Signature of Guest
Name

- The Head of the Institution
- The Chairman of the appointment/professorship commission
- The Dean
- The Dean of Studies

hereby confirms that

- has delivered a presentation or rather was present ...
- in an advisory council
- at a commission meeting
- in an appointment procedure
- for performance of an examination

Date from until

Date, Signature
Name

VI. Calculation of costs

1. Travel expenses	to Vienna and back		
Rail travel 1st class as per tariff			
Use of sleeping car			
Economy Class flight			
Other receipts (public transport)			
2. Living expenses			
days		á 26,40 €	
overnight stays		á <input type="text"/>	
as per hotel invoice			
Total			
Income tax: 20% of the total amount *1			

- zu 1. As a fundamental rule, costs for outward and return travel 1st class rail as per tariff, possibly sleeping car (double); upwards of a distance of 500 km economy class flight against evidence of the costs.
- zu 2. Cost of overnight accommodation solely against presentation of the hotel invoice; 70% of the costs of a double room will be reimbursed.
Lump sum daily allowance solely for foreign guests.

*1 only for persons from abroad applicable and if point IV. hasn't been completed or confirmed (below point V.) by the external guest.

For the correctness of the calculation

The Person in Charge of the Dean`s Office

Name

Innenauftrag

[The Rector's guideline on the application and reimbursement of travel and accommodation costs for external guests](#)