

Request for the payment of an honorarium / guest lecturer fees

Facility/institute:

Contact person at the facility/institute:

Email address of contact person:

Work telephone number of contact person:

Last name, first name and (home) address of payment recipient:

Local tax office:

Employed at the RUB or otherwise in public service:

Yes as _____ for a fixed term until:
at _____

(The secondary employment authorisation/declaration from the department must be enclosed)

no Previously worked at the RUB from _____ until _____ (see attachment if necessary)
Service performed: _____

The honorarium amount is: _____ Partial payment: _____

Period/date when service was provided: _____

Reimbursement of travel expenses: Yes, amount: _____ (see travel expenses form)

Total amount payable: _____

Payment should be made from

Funds centre: _____ **Local budget:** _____ **G/L account:** 61303900 (Fee)

Payment should be made by bank transfer:

Account holder:

IBAN: BIC/SWIFT:

Bank: _____ In the case of Postbank - place of residence: _____

Payment should be made in cash:

Last name, first name of recipient: _____ Date of birth: _____

Completed correctly _____ Calculated correctly: _____

Signature of applicant _____ at _____ EURO _____ Cent

Supplement to request for payment of travel expenses for guests

Payment is subject to the State Travel Expenses Act (LRKG) Federal Travel Expenses Act (BRKG)

Travel from _____ to _____

Travel dates from _____ until _____

1. Travel costs

Cost of train travel:

Justification, if journey was made in 1st class:

Costs of public transport at place of business/residence/venue:

Cost of flights:

Justification, if flight was in business class or domestic flights were booked:

Taxi fares at place of business/residence/venue:

Justification for the use of a taxi:

Car rental:

Vehicle costs: _____ distance covered (km) at _____ € =

Valid reasons for the use of a car:

2. Accommodation costs

Cost of hotel for _____ nights at _____ € =

Justification, in the event that the cost of accommodation within Germany exceeds €50 per night - or €80 in major cities, (special rates apply to travel abroad):

Flat-rate accommodation allowance for

_____ nights at €20 (in Germany) = _____

_____ nights at €30 (abroad) = _____

3. Other expenses (e.g. conference fees, visas etc.):

4. Sum total

Please refer to the corresponding information sheet for notes on the payment of travel expenses for guests. It can be downloaded from the Dept. 3.6 intranet site.